



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
TUESDAY, FEBRUARY 21, 2023 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Hearing**
 - 3.1. **Public Hearing, Citizen Petitioned Warrant Article: Tax Cap**
- 4. Citizens' Forum**
- 5. Board Approval: Donation to the Conservation Commission**
 - 5.1. Donation to the Conservation Commission
- 6. Administration**
 - 6.1. Administrative Updates
 - 6.2. New Attorney Engagement Letter
 - 6.3. Focused Site Investigation Update
 - 6.4. Proposed Sick Leave Policy Amendment
- 7. Staff Reports**
 - 7.1. FY23 Budget to Actual as of Jan 2023
 - 7.2. AFR Job Description Deputy Chief of Operations
 - 7.3. AFR Job Description Deputy Chief of Prevention.
 - 7.4. Fire Rescue Position Reclassification
 - 7.5. Transfer Station Electrical
 - 7.6. DPW New Hire
 - 7.7. Recreation Dept. Water Leak Repair
 - 7.8. Tree Removal in Large Common
- 8. Approvals**

- 8.1. Application and Permit for Wholesale, Retail Sales of Permissible Fireworks, Atlas Fireworks
- 8.2. Baboosic Lake Community Septic Warrants
- 8.3. Assessing
- 8.4. Payroll, AP and Minutes

9. Action Items

10. Old/New Business

11. Non-Public Session

- 11.1. RSA 91-A:3, II (b) The hiring of any person as a public employee.

Adjournment

Next Meeting: March 13, 2023

You are invited to a Zoom webinar.

When: Feb 21, 2023 06:30 PM Eastern Time (US and Canada)

Topic: Board of Selectmen Meeting 2/21/23

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86703940388>

Or Telephone: 646 558 8656

Webinar ID: 867 0394 0388



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

Title: Public Hearing, Citizen Petitioned Department: Administration

Warrant Article: Tax Cap

Meeting Date: February 21, 2023

Staff Contact:

BACKGROUND INFORMATION:

Pursuant to RSA 32:5-c the Amherst Board of Selectmen will hold a public hearing for the purpose of reviewing and hearing public input on a Citizen Petitioned Warrant Article to adopt and implement a local tax cap.

The petitioned article, as amended at the February 8, 2023 Town Deliberative Meeting, states:

ARTICLE 36: Tax Cap – PETITION WARRANT ARTICLE

Shall the Town adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body (or budget committee) shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 100%?

(3/5 Majority Vote Required).

(The Board of Selectmen does not support this article by a vote of 0-5-0.)

(The Ways and Means Committee does not support this article by a vote of 0-6-0.)

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Administrative Updates

Department: Administration

Meeting Date: February 21, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: New Attorney Engagement Letter
Meeting Date: February 21, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that we authorize the Town Administrator to sign the engagement letter with DrummondWoodsum attorneys

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Engagement Letter

February 13, 2023

Dean Shankle
Town Administrator
Town Hall
2 Main Street
Amherst, NH 03031

RE: Engagement Letter – General Municipal Legal Services

Dear Administrator Shankle:

We are pleased to serve as counsel to the Town of Amherst (the “Town”) in connection with its general municipal needs. This letter, together with the enclosed Standard Terms of Engagement, set forth the terms on which you have engaged us as counsel.

Attorney Steven Whitley and I will be the principal contacts for the Town. You can reach us both at 603-716-2895, and our assistants Dominique Bolduc and Patty Frechette, respectively, can be reached at that number as well. You will also have access to, and may contact, any of our municipal attorneys, as follows:

Matthew Serge	(Manchester)	mserge@dwmlaw.com
Steven Whitley	(Manchester)	swhitley@dwmlaw.com
C. Christine Johnston	(Manchester)	cjohnston@dwmlaw.com
Keri Roman	(Manchester)	kroman@dwmlaw.com
Shawn M. Tanguay	(Manchester)	stanguay@dwmlaw.com
Huddy Grandy	(Manchester)	hgrandy@dwmlaw.com
Matthew Decker	(Lebanon)	mdecker@dwmlaw.com
Jane Taylor	(Lebanon)	jtaylor@dwmlaw.com
Mark Broth (Manchester)	(Employment)	mbroth@dwmlaw.com
Anna Cole (Manchester)	(Employment)	acole@dwmlaw.com

Our fees for legal services are based on our hourly rates. The current hourly rate for the general municipal attorneys is \$230. The current hourly rate for employment work by Anna and Mark is \$305 and the current hourly rate for finance work is \$295. We may also work with other attorneys in the firm, when appropriate, whose hourly rates may differ from those above. Services provided by our legal assistants will be billed at \$130/hour. We increase our hourly

rates from time to time based upon the rates customarily charged for the type of services we are providing and other appropriate criteria. These adjustments are usually made on an annual basis and we will provide you with sufficient advance notice so the Town can prepare its budget.

We have not requested an advance payment for this representation, but we reserve the right to request such a payment in the future to maintain a positive balance in your account. The use of any advance payment will be governed by the attached Standard Terms of Engagement.

We will keep you reasonably informed of the progress and developments with respect to the legal services we are performing for you. If you nonetheless have questions about our work, do not hesitate to contact me or the attorney with whom you are working.

If you have any questions or concerns regarding our invoices, please contact me or our billing department within thirty (30) days of your receipt of the invoice. In the unlikely event that your account with us becomes delinquent, we reserve the right to stop doing any further work until your account has been brought current and we may request payment of an advance for fees and charges before resuming work.

This letter and the attached Standard Terms of Engagement describe the terms of our engagement with you. Please keep the original of this letter and attachment in your file as a permanent record of our agreement and return a signed copy to me.

We are pleased to serve as the Town's counsel and look forward to working with you.

Sincerely,



Matthew R. Serge

MRS/pf

Read and Agreed to:

TOWN OF AMHERST, NH

By: _____
Town Administrator
Duly Authorized

Date: _____



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

Title: Focused Site Investigation Update
Meeting Date: February 21, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



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

Title: Proposed Sick Leave Policy
Amendment

Department: Administration

Meeting Date: February 21, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Current Sick Leave Policy
2. Updated Sick Leave Policy

holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

305 Workers' Compensation Insurance

Effective Date: 9/27/2004

The Town of Amherst provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

306 Sick Leave & Maximum Accrual Benefits

Effective Date: 9/27/2004

The Town of Amherst provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees (pro-rated)

Eligible employees will accrue sick leave benefits at the rate of 7 days per year (.58 of a day for every full month of service). For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be

required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime, incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as Short Term Disability. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the Town of Amherst-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick Leave Incentive: Employees may, as of their respective anniversary date, receive a fifty percent (50%) pay back, rounded down to the nearest day, for unused sick leave until such time as the maximum accumulation has been reached, such pay back applies only to the year involved and not to the total accumulation of unused sick leave. Time not paid shall go towards the employee's maximum accumulation. Once an employee has reached maximum accrual all unused sick leave shall be paid at one hundred percent (100%). Payment shall be made in the month following the employee's anniversary date.

Maximum Accrual (Sick Bank): Employees may accumulate up to 240 hours of sick leave in their sick bank. The sick bank is intended to assist the employee during long periods of illness or injury and can be used to supplement both Short-Term and Long-Term disability. Maximum accrual is not paid upon termination of employment.

309 Bereavement Leave

Effective Date: 9/27/2004

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees

For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing

Current

holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

305 Workers' Compensation Insurance

Effective Date: 9/27/2004

The Town of Amherst provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

306 Sick Leave & Maximum Accrual Benefits

Effective Date: 2/6/2023

The Town of Amherst provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees (pro-rated)

Annual Sick Leave: Eligible employees will accrue sick leave benefits at the rate 2.154 hours per pay period (56 hours per year). For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, parent-in-law, spouse, or domestic partner of the employee. Sick leave benefits may also be used to care for any sick or injured family member not otherwise specified who resides with the employee. Sick leave benefits are intended solely to provide income protection during periods of illness, injury, or FMLA leave and may not be used for any other absence.

Accumulated Sick Leave: Employees may accumulate up to 240 hours of sick leave which may be used to augment their annual sick leave accrual in the event of an absence for any reason noted above (i.e., accumulated sick leave may be used once all annual sick leave accrual has been exhausted).

Sick Leave Incentive: Employees have three options on their respective anniversary date: 1) the employee may

elect to receive payment for 100% of their unused annual sick leave; 2) the employee may elect to receive payment for 50% of their unused annual sick leave, with the remaining 50% being applied toward their accumulated sick leave; or, 3) the employee may elect to have 100% of their unused annual sick leave applied toward their accumulated sick leave. Once an employee has reached their maximum accumulated sick leave accrual of 240 hours, all unused annual sick leave shall be paid at 100%. Payment shall be made in the month following the employee's anniversary date. Upon separation from employment, the employee shall be paid for any unused annual sick leave and 100% of their accumulated sick leave.

Sick leave benefits (Annual and Accumulated) will be calculated based on the employee's base pay rate at the time of absence or separation and will not include any special forms of compensation, such as overtime, incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits (e.g., Short Term Disability). Sick leave benefits shall be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the Town of Amherst-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required to verify the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, an employee may be required to provide a physician's verification that he or she may safely return to work.

309 Bereavement Leave

Effective Date: 9/27/2004

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

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- * Regular part-time employees

For Regular part-time employees sick time will accrue on a pro-rated basis based on their average number of regularly scheduled work hours. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing

Updated



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: FY23 Budget to Actual as of Jan 2023

Department: Finance Department

Meeting Date: February 21, 2023

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

In an attempt to get on a schedule of presenting budget to actual numbers to the Board on a monthly basis, here is the report as of January 31, 2023. Going forward, I'll present the previous month's, budget to actual report at the 1st Board meeting of the month.

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

N/A

SUGGESTED MOTION:

N/A

TOWN ADMINISTRATOR RECOMMENDATION:

N/A

ATTACHMENTS:

1. 2023-01 - Budget Status as of 01-31-23

General Ledger

Budget Status

User: dbender
 Printed: 2/15/2023 - 12:04 PM
 Period: 1 to 7, 2023



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	178,597.00	103,056.03	103,056.03	75,540.97	0.00	75,540.97	42.30
01-4130-10-1115	Wages, Part Time Permanent	4,561.00	2,636.46	2,636.46	1,924.54	0.00	1,924.54	42.20
01-4130-10-1130	Elected Officials	23,400.00	13,500.00	13,500.00	9,900.00	0.00	9,900.00	42.31
01-4130-10-1131	Moderator Wages	1,512.00	0.00	0.00	1,512.00	0.00	1,512.00	100.00
01-4130-10-1132	Merit Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4130-10-1140	Overtime	10.00	4,553.79	4,553.79	-4,543.79	0.00	-4,543.79	0.00
01-4130-20-1210	Health Insurance	38,229.00	21,513.00	21,513.00	16,716.00	0.00	16,716.00	43.73
01-4130-20-1211	Dental Insurance	2,760.00	1,564.20	1,564.20	1,195.80	0.00	1,195.80	43.33
01-4130-20-1220	Social Security	13,032.00	8,521.15	8,521.15	4,510.85	0.00	4,510.85	34.61
01-4130-20-1225	Medicare	3,048.00	1,992.94	1,992.94	1,055.06	0.00	1,055.06	34.61
01-4130-20-1230	Deferred Compensation	9,761.00	5,668.05	5,668.05	4,092.95	0.00	4,092.95	41.93
01-4130-20-1266	Sick Leave Incentive	3,239.00	4,358.95	4,358.95	-1,119.95	0.00	-1,119.95	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	Educat & Training/Prof Dev.	5,000.00	975.00	975.00	4,025.00	0.00	4,025.00	80.50
01-4130-30-2335	Records Retention	1.00	795.00	795.00	-794.00	0.00	-794.00	0.00
01-4130-30-2341	Telephone	6,025.00	4,296.20	4,296.20	1,728.80	0.00	1,728.80	28.69
01-4130-30-2342	Cable Access	21,000.00	12,817.05	12,817.05	8,182.95	0.00	8,182.95	38.97
01-4130-30-2343	Internet Service	2,400.00	2,562.67	2,562.67	-162.67	0.00	-162.67	0.00
01-4130-30-2374	Custodian	6,700.00	3,873.38	3,873.38	2,826.62	0.00	2,826.62	42.19
01-4130-30-2381	Outside Hire	1.00	47,057.69	47,057.69	-47,056.69	0.00	-47,056.69	0.00
01-4130-30-2392	Outside Hire - Web Site	2,000.00	2,309.46	2,309.46	-309.46	0.00	-309.46	0.00
01-4130-30-2395	Outside Hire IT	100,000.00	64,093.25	64,093.25	35,906.75	0.00	35,906.75	35.91
01-4130-40-2410	Electricity	11,000.00	4,952.79	4,952.79	6,047.21	0.00	6,047.21	54.97
01-4130-40-2411	Heat	6,000.00	3,453.24	3,453.24	2,546.76	0.00	2,546.76	42.45
01-4130-40-2412	Water	2,600.00	2,034.62	2,034.62	565.38	0.00	565.38	21.75
01-4130-40-2430	Equipment Repair & Maintenance	100.00	2,224.86	2,224.86	-2,124.86	0.00	-2,124.86	0.00
01-4130-50-2550	Printing	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
01-4130-50-2551	Advertising	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00	100.00
01-4130-50-2552	Town Report	2,250.00	0.00	0.00	2,250.00	0.00	2,250.00	100.00
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	13,700.00	13,189.29	13,189.29	510.71	0.00	510.71	3.73
01-4130-50-2565	Software Licenses	6,750.00	3,858.22	3,858.22	2,891.78	0.00	2,891.78	42.84

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-50-2581	Travel (Convention Hotels)	400.00	14.00	14.00	386.00	0.00	386.00	96.50
01-4130-60-2620	Office Supplies	2,000.00	585.63	585.63	1,414.37	0.00	1,414.37	70.72
01-4130-60-2621	Computer Equipment	1,200.00	1,920.00	1,920.00	-720.00	0.00	-720.00	0.00
01-4130-60-2625	Postage	5,000.00	268.88	268.88	4,731.12	0.00	4,731.12	94.62
01-4130-80-2618	Special Events & Supplies	1,000.00	139.35	139.35	860.65	0.00	860.65	86.07
01-4130-80-2762	Equipment Lease Payment	4,000.00	1,988.00	1,988.00	2,012.00	0.00	2,012.00	50.30
01-4130-80-2820	Mileage	200.00	182.51	182.51	17.49	0.00	17.49	8.75
01-4130-80-2825	Meetings & Conferences	2,000.00	165.00	165.00	1,835.00	0.00	1,835.00	91.75
	E01 Sub Totals:	484,177.00	341,120.66	341,120.66	143,056.34	0.00	143,056.34	29.55
	Expense Sub Totals:	484,177.00	341,120.66	341,120.66	143,056.34	0.00	143,056.34	29.55
	Dept 4130 Sub Totals:	484,177.00	341,120.66	341,120.66	143,056.34	0.00		
Dept 01-4140	Election, Reg & Vital Stats							
E01	General Government							
01-4140-10-1110	Town Clerk Wages	70,217.00	70,013.50	70,013.50	203.50	0.00	203.50	0.29
01-4140-10-1111	Full Time Wages	57,676.00	4,588.07	4,588.07	53,087.93	0.00	53,087.93	92.05
01-4140-10-1115	Part Time Wages-Town Clerk	25,000.00	5,483.78	5,483.78	19,516.22	0.00	19,516.22	78.06
01-4140-10-1130	Supervisor Of Check List, Wages	2,496.00	2,726.88	2,726.88	-230.88	0.00	-230.88	0.00
01-4140-10-1140	Overtime Town Clerk	0.00	1,570.78	1,570.78	-1,570.78	0.00	-1,570.78	0.00
01-4140-20-1210	Health Insurance	41,413.00	23,830.35	23,830.35	17,582.65	0.00	17,582.65	42.46
01-4140-20-1211	Dental Insurance	1,532.00	869.70	869.70	662.30	0.00	662.30	43.23
01-4140-20-1220	Social Security	8,289.00	5,333.13	5,333.13	2,955.87	0.00	2,955.87	35.66
01-4140-20-1225	Medicare	1,939.00	1,247.22	1,247.22	691.78	0.00	691.78	35.68
01-4140-20-1230	Deferred Compensation	6,974.00	4,059.00	4,059.00	2,915.00	0.00	2,915.00	41.80
01-4140-20-1266	Sick Leave Incentive	2,400.00	721.35	721.35	1,678.65	0.00	1,678.65	69.94
01-4140-20-1290	Longevity	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00
01-4140-50-2551	Advertising	200.00	80.00	80.00	120.00	0.00	120.00	60.00
01-4140-50-2562	Ballot Machine Programing	800.00	3,568.99	3,568.99	-2,768.99	0.00	-2,768.99	0.00
01-4140-50-2565	Software Licenses	7,786.00	7,452.27	7,452.27	333.73	0.00	333.73	4.29
01-4140-60-2610	Supplies - General	2,000.00	2,310.53	2,310.53	-310.53	0.00	-310.53	0.00
01-4140-60-2620	Office Supplies	2,000.00	1,369.30	1,369.30	630.70	0.00	630.70	31.54
01-4140-60-2621	Computer Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-60-2625	Postage	4,000.00	385.74	385.74	3,614.26	0.00	3,614.26	90.36
01-4140-80-2612	Equipment Purchases	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4140-80-2820	Mileage	1.00	88.25	88.25	-87.25	0.00	-87.25	0.00
01-4140-80-2825	Meetings & Conferences	750.00	159.00	159.00	591.00	0.00	591.00	78.80
	E01 Sub Totals:	238,274.00	137,857.84	137,857.84	100,416.16	0.00	100,416.16	42.14
	Expense Sub Totals:	238,274.00	137,857.84	137,857.84	100,416.16	0.00	100,416.16	42.14

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4140 Sub Totals:	238,274.00	137,857.84	137,857.84	100,416.16	0.00		
Dept 01-4150	Financial Administration							
E01	General Government							
01-4150-10-1110	Accounting Wages	142,993.00	87,816.00	87,816.00	55,177.00	0.00	55,177.00	38.59
01-4150-10-1115	Part Time Accounting	853.00	4,543.71	4,543.71	-3,690.71	0.00	-3,690.71	0.00
01-4150-10-1130	Treasurer Wages	14,100.00	8,565.43	8,565.43	5,534.57	0.00	5,534.57	39.25
01-4150-10-1140	Overtime	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4150-20-1210	Health Insurance	47,877.00	21,874.56	21,874.56	26,002.44	0.00	26,002.44	54.31
01-4150-20-1211	Dental Insurance	2,628.00	1,092.88	1,092.88	1,535.12	0.00	1,535.12	58.41
01-4150-20-1220	Social Security	10,566.00	6,793.54	6,793.54	3,772.46	0.00	3,772.46	35.70
01-4150-20-1225	Medicare	2,472.00	1,588.65	1,588.65	883.35	0.00	883.35	35.73
01-4150-20-1230	Deferred Compensation	7,804.00	4,829.85	4,829.85	2,974.15	0.00	2,974.15	38.11
01-4150-20-1266	Sick Leave Incentive	2,945.00	418.61	418.61	2,526.39	0.00	2,526.39	85.79
01-4150-20-1294	Educat & Training/Prof Dev.	3,847.00	270.00	270.00	3,577.00	0.00	3,577.00	92.98
01-4150-30-2301	Auditing	19,400.00	10,100.00	10,100.00	9,300.00	0.00	9,300.00	47.94
01-4150-50-2560	Dues & Subscriptions	285.00	70.00	70.00	215.00	0.00	215.00	75.44
01-4150-50-2561	Bank Charges and Fees	15,300.00	2,933.33	2,933.33	12,366.67	0.00	12,366.67	80.83
01-4150-50-2565	Software Licenses	58,396.00	47,498.48	47,498.48	10,897.52	0.00	10,897.52	18.66
01-4150-60-2620	Office Supplies	3,350.00	492.83	492.83	2,857.17	0.00	2,857.17	85.29
01-4150-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-60-2625	Finance - Postage	0.00	79.31	79.31	-79.31	0.00	-79.31	0.00
01-4150-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4150-90-2301	P/Y Encumbrance	0.00	-152.39	-152.39	152.39	0.00	152.39	0.00
	E01 Sub Totals:	332,818.00	198,814.79	198,814.79	134,003.21	0.00	134,003.21	40.26
	Expense Sub Totals:	332,818.00	198,814.79	198,814.79	134,003.21	0.00	134,003.21	40.26
	Dept 4150 Sub Totals:	332,818.00	198,814.79	198,814.79	134,003.21	0.00		
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	70,221.00	40,512.00	40,512.00	29,709.00	0.00	29,709.00	42.31
01-4151-10-1140	Overtime Tax	4,597.00	1,493.88	1,493.88	3,103.12	0.00	3,103.12	67.50
01-4151-20-1210	Health Insurance	37,246.00	19,952.31	19,952.31	17,293.69	0.00	17,293.69	46.43
01-4151-20-1211	Dental Insurance	1,766.00	884.02	884.02	881.98	0.00	881.98	49.94
01-4151-20-1220	Social Security	4,650.00	2,656.18	2,656.18	1,993.82	0.00	1,993.82	42.88
01-4151-20-1225	Medicare	1,088.00	621.21	621.21	466.79	0.00	466.79	42.90
01-4151-20-1230	Deferred Compensation	3,862.00	2,228.10	2,228.10	1,633.90	0.00	1,633.90	42.31
01-4151-20-1266	Sick Leave Incentive	1,500.00	1,497.26	1,497.26	2.74	0.00	2.74	0.18
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	Educat & Training/Prof Dev.	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4151-30-2340	Banking Services (Lockbox)	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4151-30-2391	Registry Fees	700.00	222.40	222.40	477.60	0.00	477.60	68.23
01-4151-30-2393	Tax Lien & Deed Research	1,800.00	190.64	190.64	1,609.36	0.00	1,609.36	89.41
01-4151-50-2560	Dues & Subscriptions	60.00	0.00	0.00	60.00	0.00	60.00	100.00
01-4151-50-2565	Software Licenses	3,604.00	3,124.00	3,124.00	480.00	0.00	480.00	13.32
01-4151-60-2620	Office Supplies	1,700.00	390.36	390.36	1,309.64	0.00	1,309.64	77.04
01-4151-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-60-2625	Postage	7,500.00	2,854.70	2,854.70	4,645.30	0.00	4,645.30	61.94
01-4151-60-2690	Misc. Supplies	0.00	37.00	37.00	-37.00	0.00	-37.00	0.00
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	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	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	0.00	0.00	300.00	0.00	300.00	100.00
01-4151-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	147,245.00	77,914.06	77,914.06	69,330.94	0.00	69,330.94	47.09
	Expense Sub Totals:	147,245.00	77,914.06	77,914.06	69,330.94	0.00	69,330.94	47.09
	Dept 4151 Sub Totals:	147,245.00	77,914.06	77,914.06	69,330.94	0.00		
Dept 01-4152	Property Assessment & Revals							
E01	General Government							
01-4152-10-1110	Assessing Wages	63,731.00	36,768.00	36,768.00	26,963.00	0.00	26,963.00	42.31
01-4152-10-1140	Overtime Assessing	276.00	0.00	0.00	276.00	0.00	276.00	100.00
01-4152-20-1210	Health Insurance	13,814.00	7,949.25	7,949.25	5,864.75	0.00	5,864.75	42.46
01-4152-20-1211	Dental Insurance	539.00	306.00	306.00	233.00	0.00	233.00	43.23
01-4152-20-1220	Social Security	4,108.00	2,376.85	2,376.85	1,731.15	0.00	1,731.15	42.14
01-4152-20-1225	Medicare	962.00	555.88	555.88	406.12	0.00	406.12	42.22
01-4152-20-1230	Deferred Compensation	3,505.00	2,022.30	2,022.30	1,482.70	0.00	1,482.70	42.30
01-4152-20-1266	Sick Leave Incentive	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
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	10.00	10.00	390.00	0.00	390.00	97.50
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	95,000.00	21,801.89	21,801.89	73,198.11	0.00	73,198.11	77.05
01-4152-30-2391	Registry Fees	200.00	0.00	0.00	200.00	0.00	200.00	100.00
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	0.00	0.00	30.00	0.00	30.00	100.00
01-4152-50-2565	Software License	10,906.00	11,415.00	11,415.00	-509.00	0.00	-509.00	0.00
01-4152-60-2620	Office Supplies	350.00	413.38	413.38	-63.38	0.00	-63.38	0.00
01-4152-60-2621	Computer Equipment	1,200.00	312.50	312.50	887.50	0.00	887.50	73.96
01-4152-60-2625	Postage	600.00	6.05	6.05	593.95	0.00	593.95	98.99
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	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-80-2820	Mileage	250.00	46.63	46.63	203.37	0.00	203.37	81.35

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E01 Sub Totals:	198,824.00	85,233.73	85,233.73	113,590.27	0.00	113,590.27	57.13
	Expense Sub Totals:	198,824.00	85,233.73	85,233.73	113,590.27	0.00	113,590.27	57.13
	Dept 4152 Sub Totals:	198,824.00	85,233.73	85,233.73	113,590.27	0.00		
Dept 01-4153	Legal Expense							
E01	General Government							
01-4153-30-2320	Town Counsel	45,000.00	13,494.75	13,494.75	31,505.25	0.00	31,505.25	70.01
01-4153-30-2321	Collective Bargaining	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4153-30-2322	Misc. Legal (Code Enforcement)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	45,100.00	13,494.75	13,494.75	31,605.25	0.00	31,605.25	70.08
	Expense Sub Totals:	45,100.00	13,494.75	13,494.75	31,605.25	0.00	31,605.25	70.08
	Dept 4153 Sub Totals:	45,100.00	13,494.75	13,494.75	31,605.25	0.00		
Dept 01-4155	Personnel Administration							
E01	General Government							
01-4155-20-1214	Short Term Disability Insurance	20,251.00	16,411.98	16,411.98	3,839.02	0.00	3,839.02	18.96
01-4155-20-1215	Life and Disability Insurance	18,417.00	12,967.19	12,967.19	5,449.81	0.00	5,449.81	29.59
01-4155-20-1250	NH Unemployment	6,668.00	1,815.94	1,815.94	4,852.06	0.00	4,852.06	72.77
01-4155-20-1260	Workers Comp Insurance	176,835.00	163,667.48	163,667.48	13,167.52	0.00	13,167.52	7.45
01-4155-20-1280	Health Reimbursement Account	11,000.00	3,600.00	3,600.00	7,400.00	0.00	7,400.00	67.27
	E01 Sub Totals:	233,171.00	198,462.59	198,462.59	34,708.41	0.00	34,708.41	14.89
	Expense Sub Totals:	233,171.00	198,462.59	198,462.59	34,708.41	0.00	34,708.41	14.89
	Dept 4155 Sub Totals:	233,171.00	198,462.59	198,462.59	34,708.41	0.00		
Dept 01-4191	Planning Department							
E01	General Government							
01-4191-10-1115	Planning Board Part Time Wages	2,796.00	2,031.93	2,031.93	764.07	0.00	764.07	27.33
01-4191-20-1220	Social Security	174.00	126.00	126.00	48.00	0.00	48.00	27.59
01-4191-20-1225	Medicare	41.00	29.45	29.45	11.55	0.00	11.55	28.17
01-4191-30-2381	Outside Hire	16,092.00	0.00	0.00	16,092.00	0.00	16,092.00	100.00
01-4191-30-2382	Outside Hire-Professional Srvc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-30-2430	Equipment Repair & Maintenance	715.00	715.00	715.00	0.00	0.00	0.00	0.00
01-4191-50-2396	Storm Water II Project	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4191-50-2555	Master Plan	1.00	0.00	0.00	1.00	0.00	1.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4191-50-2560	Dues & Fees	10,063.00	10,063.00	10,063.00	0.00	0.00	0.00	0.00
01-4191-60-2620	Office Supplies	1,750.00	570.66	570.66	1,179.34	0.00	1,179.34	67.39
01-4191-60-2625	Postage	4,390.00	146.09	146.09	4,243.91	0.00	4,243.91	96.67
01-4191-90-2555	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4191-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	62,582.00	13,682.13	13,682.13	48,899.87	0.00	48,899.87	78.14
	Expense Sub Totals:	62,582.00	13,682.13	13,682.13	48,899.87	0.00	48,899.87	78.14
	Dept 4191 Sub Totals:	62,582.00	13,682.13	13,682.13	48,899.87	0.00		
Dept 01-4192	Zoning Department							
E01	General Government							
01-4192-10-1110	Zoning Full Time Wages	272,834.00	132,391.75	132,391.75	140,442.25	0.00	140,442.25	51.48
01-4192-10-1115	Part Time Wages	2,737.00	1,080.35	1,080.35	1,656.65	0.00	1,656.65	60.53
01-4192-10-1140	Overtime	2,800.00	0.00	0.00	2,800.00	0.00	2,800.00	100.00
01-4192-20-1210	Health Insurance	96,184.00	48,628.50	48,628.50	47,555.50	0.00	47,555.50	49.44
01-4192-20-1211	Dental Insurance	4,544.00	2,335.50	2,335.50	2,208.50	0.00	2,208.50	48.60
01-4192-20-1220	Social Security	17,393.00	8,612.92	8,612.92	8,780.08	0.00	8,780.08	50.48
01-4192-20-1225	Medicare	3,994.00	2,014.36	2,014.36	1,979.64	0.00	1,979.64	49.57
01-4192-20-1230	Deferred Compensation	14,722.00	6,492.92	6,492.92	8,229.08	0.00	8,229.08	55.90
01-4192-20-1266	Sick Leave Incentive	3,375.00	2,679.41	2,679.41	695.59	0.00	695.59	20.61
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.	5,341.00	230.30	230.30	5,110.70	0.00	5,110.70	95.69
01-4192-30-2341	Telephone	3,583.00	1,986.93	1,986.93	1,596.07	0.00	1,596.07	44.55
01-4192-30-2382	Outside Hire-Professional Srvc	4,350.00	0.00	0.00	4,350.00	0.00	4,350.00	100.00
01-4192-40-2425	Vehicle Repairs	1,000.00	112.00	112.00	888.00	0.00	888.00	88.80
01-4192-40-2430	Equipment Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	585.15	585.15	734.85	0.00	734.85	55.67
01-4192-50-2560	Dues & Subscriptions	1,134.00	736.00	736.00	398.00	0.00	398.00	35.10
01-4192-50-2565	Software License	12,550.00	11,185.87	11,185.87	1,364.13	0.00	1,364.13	10.87
01-4192-50-2615	Uniforms	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4192-60-2620	Office Supplies	484.00	364.96	364.96	119.04	0.00	119.04	24.60
01-4192-60-2625	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-60-2635	Gasoline	275.00	224.09	224.09	50.91	0.00	50.91	18.51
01-4192-80-2621	Computer Equipment	1,701.00	23.00	23.00	1,678.00	0.00	1,678.00	98.65
01-4192-80-2743	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-80-2820	Mileage	200.00	21.75	21.75	178.25	0.00	178.25	89.13
	E01 Sub Totals:	453,782.00	219,705.76	219,705.76	234,076.24	0.00	234,076.24	51.58

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	453,782.00	219,705.76	219,705.76	234,076.24	0.00	234,076.24	51.58
	Dept 4192 Sub Totals:	453,782.00	219,705.76	219,705.76	234,076.24	0.00		
Dept 01-4194	General Government Buildings							
E01	General Government							
01-4194-10-1110	Full Time Wages - Buildings	68,047.00	42,000.39	42,000.39	26,046.61	0.00	26,046.61	38.28
01-4194-10-1140	Overtime -Building	2,289.00	2,574.23	2,574.23	-285.23	0.00	-285.23	0.00
01-4194-20-1210	Health Insurance	26,205.00	15,881.10	15,881.10	10,323.90	0.00	10,323.90	39.40
01-4194-20-1211	Dental Insurance	1,037.00	563.70	563.70	473.30	0.00	473.30	45.64
01-4194-20-1220	Social Security	4,455.00	2,824.53	2,824.53	1,630.47	0.00	1,630.47	36.60
01-4194-20-1225	Medicare	1,043.00	660.56	660.56	382.44	0.00	382.44	36.67
01-4194-20-1230	Deferred Compensation	3,666.00	2,309.99	2,309.99	1,356.01	0.00	1,356.01	36.99
01-4194-20-1266	Sick Leave Incentive	1,020.00	0.00	0.00	1,020.00	0.00	1,020.00	100.00
01-4194-20-1290	Longevity	950.00	1,168.75	1,168.75	-218.75	0.00	-218.75	0.00
01-4194-30-2374	Custodian	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4194-30-2397	Town Clocks	750.00	270.00	270.00	480.00	0.00	480.00	64.00
01-4194-40-2410	Town Electricity & Lighting	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-40-2412	Water	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-40-2430	Equipment Repair & Maintenance	135,000.00	43,560.55	43,560.55	91,439.45	0.00	91,439.45	67.73
01-4194-40-2433	Alarms	8,000.00	4,315.00	4,315.00	3,685.00	0.00	3,685.00	46.06
01-4194-40-2434	Common Lighting	600.00	442.97	442.97	157.03	0.00	157.03	26.17
01-4194-40-2451	Outside Hire	20,000.00	18,718.00	18,718.00	1,282.00	0.00	1,282.00	6.41
01-4194-50-2545	Trash Removal	1,800.00	721.20	721.20	1,078.80	0.00	1,078.80	59.93
01-4194-60-2630	Maintenance Supplies	4,500.00	4,029.36	4,029.36	470.64	0.00	470.64	10.46
01-4194-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	279,364.00	140,040.33	140,040.33	139,323.67	0.00	139,323.67	49.87
	Expense Sub Totals:	279,364.00	140,040.33	140,040.33	139,323.67	0.00	139,323.67	49.87
	Dept 4194 Sub Totals:	279,364.00	140,040.33	140,040.33	139,323.67	0.00		
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	3,617.00	5,610.25	5,610.25	-1,993.25	0.00	-1,993.25	0.00
01-4195-10-1115	Part Time Wages-Cemetery	3,616.00	6,590.30	6,590.30	-2,974.30	0.00	-2,974.30	0.00
01-4195-10-1140	Overtime - Cemetery	1,194.00	284.21	284.21	909.79	0.00	909.79	76.20
01-4195-20-1210	Health Insurance	1,394.00	0.00	0.00	1,394.00	0.00	1,394.00	100.00
01-4195-20-1211	Dental Insurance	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4195-20-1220	Social Security	518.00	772.95	772.95	-254.95	0.00	-254.95	0.00
01-4195-20-1225	Medicare	121.00	180.76	180.76	-59.76	0.00	-59.76	0.00
01-4195-20-1230	Deferred Compensation	195.00	308.56	308.56	-113.56	0.00	-113.56	0.00
01-4195-20-1290	Longevity	51.00	0.00	0.00	51.00	0.00	51.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4195-40-2410	Electricity - Cemetery	850.00	657.13	657.13	192.87	0.00	192.87	22.69
01-4195-40-2412	Water	700.00	212.96	212.96	487.04	0.00	487.04	69.58
01-4195-40-2430	Equipment Repair & Maintenance	2,500.00	476.43	476.43	2,023.57	0.00	2,023.57	80.94
01-4195-40-2432	Headstone Repair	100.00	397.83	397.83	-297.83	0.00	-297.83	0.00
01-4195-40-2451	Outside Hire	25,000.00	28,757.12	28,757.12	-3,757.12	0.00	-3,757.12	0.00
01-4195-40-2470	Tree Care	450.00	200.00	200.00	250.00	0.00	250.00	55.56
01-4195-50-2560	Dues & Subscriptions	3,500.00	150.00	150.00	3,350.00	0.00	3,350.00	95.71
01-4195-50-2565	Software License	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4195-60-2610	Supplies - General	5,000.00	408.53	408.53	4,591.47	0.00	4,591.47	91.83
01-4195-60-2613	Fertilizer & Lime	0.00	0.00	0.00	0.00	0.00	0.00	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:	49,057.00	45,007.03	45,007.03	4,049.97	0.00	4,049.97	8.26
	Expense Sub Totals:	49,057.00	45,007.03	45,007.03	4,049.97	0.00	4,049.97	8.26
	Dept 4195 Sub Totals:	49,057.00	45,007.03	45,007.03	4,049.97	0.00		
Dept 01-4196 E01	Property/Liability Insurance General Government							
01-4196-50-2525	Property/Liability Insurance	137,835.00	146,718.51	146,718.51	-8,883.51	0.00	-8,883.51	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:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00	-6,883.51	0.00
	Expense Sub Totals:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00	-6,883.51	0.00
	Dept 4196 Sub Totals:	139,835.00	146,718.51	146,718.51	-6,883.51	0.00		
Dept 01-4199 E01	Other General Government General Government							
01-4199-80-2870	Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 01-4210 E02	Police Department Public Safety							
01-4210-10-1110	Wages Full Time Officers	1,142,414.00	696,549.35	696,549.35	445,864.65	0.00	445,864.65	39.03
01-4210-10-1111	Wages Full Time Clerical	63,731.00	36,743.43	36,743.43	26,987.57	0.00	26,987.57	42.35
01-4210-10-1112	Police Chief & Lieutenants	294,817.00	100,571.94	100,571.94	194,245.06	0.00	194,245.06	65.89

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-10-1115	Wages Part Time Officers	260.00	0.00	0.00	260.00	0.00	260.00	100.00
01-4210-10-1116	Wages Part Time Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4210-10-1119	Traffic Aides-Wages	20,889.00	10,363.00	10,363.00	10,526.00	0.00	10,526.00	50.39
01-4210-10-1140	Overtime	100,546.00	89,619.63	89,619.63	10,926.37	0.00	10,926.37	10.87
01-4210-10-1141	Overtime-Clerical	7,170.00	2,810.13	2,810.13	4,359.87	0.00	4,359.87	60.81
01-4210-20-1210	Health Insurance	389,334.00	182,669.83	182,669.83	206,664.17	0.00	206,664.17	53.08
01-4210-20-1211	Dental Insurance	24,499.00	13,636.44	13,636.44	10,862.56	0.00	10,862.56	44.34
01-4210-20-1220	Social Security	7,128.00	3,295.85	3,295.85	3,832.15	0.00	3,832.15	53.76
01-4210-20-1225	Medicare	24,430.00	14,897.87	14,897.87	9,532.13	0.00	9,532.13	39.02
01-4210-20-1230	Deferred Compensation	3,505.00	1,826.31	1,826.31	1,678.69	0.00	1,678.69	47.89
01-4210-20-1235	Police Group II Retirement	536,923.00	316,608.25	316,608.25	220,314.75	0.00	220,314.75	41.03
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	25,000.00	14,804.32	14,804.32	10,195.68	0.00	10,195.68	40.78
01-4210-20-1269	Vacation Buyout-Union Contract	7,000.00	4,596.20	4,596.20	2,403.80	0.00	2,403.80	34.34
01-4210-20-1290	Longevity	20,500.00	23,764.86	23,764.86	-3,264.86	0.00	-3,264.86	0.00
01-4210-20-1294	Educat & Training/Prof Dev.	7,500.00	6,701.91	6,701.91	798.09	0.00	798.09	10.64
01-4210-20-1295	Educational Incentive	21,250.00	12,635.55	12,635.55	8,614.45	0.00	8,614.45	40.54
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	1,200.00	734.26	734.26	465.74	0.00	465.74	38.81
01-4210-30-2341	Telephone	15,000.00	8,561.68	8,561.68	6,438.32	0.00	6,438.32	42.92
01-4210-30-2343	Internet Service	3,600.00	1,694.03	1,694.03	1,905.97	0.00	1,905.97	52.94
01-4210-30-2350	Physicals, Alcohol And Drug Testing	1,500.00	108.00	108.00	1,392.00	0.00	1,392.00	92.80
01-4210-30-2374	Custodian	11,500.00	6,279.00	6,279.00	5,221.00	0.00	5,221.00	45.40
01-4210-30-2380	Uniform Cleaning	4,800.00	1,795.75	1,795.75	3,004.25	0.00	3,004.25	62.59
01-4210-40-2410	Electricity	19,800.00	7,116.40	7,116.40	12,683.60	0.00	12,683.60	64.06
01-4210-40-2411	Heat	2,400.00	1,870.11	1,870.11	529.89	0.00	529.89	22.08
01-4210-40-2412	Water	1,900.00	979.03	979.03	920.97	0.00	920.97	48.47
01-4210-40-2425	Vehicle Repairs	20,000.00	8,302.80	8,302.80	11,697.20	0.00	11,697.20	58.49
01-4210-40-2429	Radio Repair	7,000.00	9,559.21	9,559.21	-2,559.21	0.00	-2,559.21	0.00
01-4210-40-2440	Equipment Rental	3,200.00	1,737.39	1,737.39	1,462.61	0.00	1,462.61	45.71
01-4210-40-2442	Office Equip Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4210-50-2550	Printing	1,200.00	725.53	725.53	474.47	0.00	474.47	39.54
01-4210-50-2551	Advertising	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4210-50-2560	Dues & Subscriptions	1,000.00	587.98	587.98	412.02	0.00	412.02	41.20
01-4210-50-2565	Software License	15,200.00	13,098.98	13,098.98	2,101.02	0.00	2,101.02	13.82
01-4210-50-2580	Public Relations	750.00	130.45	130.45	619.55	0.00	619.55	82.61
01-4210-60-2614	Ammunition & Supplies	5,000.00	5,215.49	5,215.49	-215.49	0.00	-215.49	0.00
01-4210-60-2615	Uniforms	10,000.00	10,223.89	10,223.89	-223.89	0.00	-223.89	0.00
01-4210-60-2620	Office Supplies	2,600.00	1,291.91	1,291.91	1,308.09	0.00	1,308.09	50.31
01-4210-60-2621	Computer Equipment	12,000.00	6,243.47	6,243.47	5,756.53	0.00	5,756.53	47.97
01-4210-60-2625	Postage	1,800.00	90.64	90.64	1,709.36	0.00	1,709.36	94.96
01-4210-60-2635	Gasoline	41,000.00	21,686.04	21,686.04	19,313.96	0.00	19,313.96	47.11
01-4210-60-2643	Film	100.00	0.00	0.00	100.00	0.00	100.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-60-2653	Tools & Equipment	2,000.00	318.79	318.79	1,681.21	0.00	1,681.21	84.06
01-4210-60-2654	Tires	8,000.00	4,996.80	4,996.80	3,003.20	0.00	3,003.20	37.54
01-4210-60-2660	Vehicle Supplies	800.00	782.49	782.49	17.51	0.00	17.51	2.19
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,200.00	569.41	569.41	630.59	0.00	630.59	52.55
01-4210-70-2740	New Equipment Capital	7,800.00	2,349.42	2,349.42	5,450.58	0.00	5,450.58	69.88
01-4210-70-2750	Furniture Fixtures Office Eq.	500.00	4,515.42	4,515.42	-4,015.42	0.00	-4,015.42	0.00
01-4210-70-2760	New Vehicle Cruisers	70,000.00	1,237.85	1,237.85	68,762.15	0.00	68,762.15	98.23
01-4210-70-2761	Motorcycle Lease	4,600.00	4,938.06	4,938.06	-338.06	0.00	-338.06	0.00
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	405.30	405.30	1,094.70	0.00	1,094.70	72.98
	E02 Sub Totals:	2,978,021.00	1,660,240.45	1,660,240.45	1,317,780.55	0.00	1,317,780.55	44.25
	Expense Sub Totals:	2,978,021.00	1,660,240.45	1,660,240.45	1,317,780.55	0.00	1,317,780.55	44.25
	Dept 4210 Sub Totals:	2,978,021.00	1,660,240.45	1,660,240.45	1,317,780.55	0.00		
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	540,689.00	308,615.67	308,615.67	232,073.33	0.00	232,073.33	42.92
01-4215-10-1140	Overtime	5,000.00	8,899.54	8,899.54	-3,899.54	0.00	-3,899.54	0.00
01-4215-20-1220	Social Security	33,866.00	19,685.95	19,685.95	14,180.05	0.00	14,180.05	41.87
01-4215-20-1225	Medicare	7,920.00	4,603.85	4,603.85	3,316.15	0.00	3,316.15	41.87
01-4215-20-1294	Educat & Training/Prof Dev.	3,000.00	2,187.96	2,187.96	812.04	0.00	812.04	27.07
01-4215-20-1296	Supplemental Volunteer Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4215-30-2305	Amb Billing Service Fee	31,000.00	14,209.56	14,209.56	16,790.44	0.00	16,790.44	54.16
01-4215-30-2341	Telephone	7,200.00	2,920.76	2,920.76	4,279.24	0.00	4,279.24	59.43
01-4215-40-2425	Vehicle Repairs	10,000.00	7,456.29	7,456.29	2,543.71	0.00	2,543.71	25.44
01-4215-40-2429	Radio Repair	5,000.00	600.00	600.00	4,400.00	0.00	4,400.00	88.00
01-4215-40-2430	Equipment Repair & Maintenance	4,000.00	4,241.55	4,241.55	-241.55	0.00	-241.55	0.00
01-4215-50-2560	Dues & Subscription	315.00	0.00	0.00	315.00	0.00	315.00	100.00
01-4215-60-2615	Uniforms	1,700.00	1,657.00	1,657.00	43.00	0.00	43.00	2.53
01-4215-60-2621	Computer Equipment	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4215-60-2625	Postage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4215-60-2635	Gasoline	935.00	478.12	478.12	456.88	0.00	456.88	48.86
01-4215-60-2636	Diesel Fuel	6,000.00	3,875.49	3,875.49	2,124.51	0.00	2,124.51	35.41
01-4215-60-2680	ALS Supplies	5,000.00	5,142.49	5,142.49	-142.49	0.00	-142.49	0.00
01-4215-60-2685	Oxygen	1,400.00	1,550.86	1,550.86	-150.86	0.00	-150.86	0.00
01-4215-60-2686	BLS Supplies	5,100.00	4,368.81	4,368.81	731.19	0.00	731.19	14.34
01-4215-60-2690	Misc. Supplies	400.00	214.40	214.40	185.60	0.00	185.60	46.40
01-4215-70-2740	New Equipment Capital	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4215-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	E02 Sub Totals:	673,726.00	394,244.30	394,244.30	279,481.70	0.00	279,481.70	41.48

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	673,726.00	394,244.30	394,244.30	279,481.70	0.00	279,481.70	41.48
	Dept 4215 Sub Totals:	673,726.00	394,244.30	394,244.30	279,481.70	0.00		
Dept 01-4220	Fire							
E02	Public Safety							
01-4220-10-1110	Full Time Fire Chief Wages	111,096.00	64,327.29	64,327.29	46,768.71	0.00	46,768.71	42.10
01-4220-10-1111	FullTime Deputy/Inspctor Wages	87,444.00	48,966.40	48,966.40	38,477.60	0.00	38,477.60	44.00
01-4220-10-1112	FullTime Captain Wages	82,888.00	48,816.32	48,816.32	34,071.68	0.00	34,071.68	41.11
01-4220-10-1114	Part Time Mechanic	11,612.00	3,688.50	3,688.50	7,923.50	0.00	7,923.50	68.24
01-4220-10-1115	Call Pay	95,784.00	14,824.33	14,824.33	80,959.67	0.00	80,959.67	84.52
01-4220-20-1210	Health Insurance	49,290.00	28,468.77	28,468.77	20,821.23	0.00	20,821.23	42.24
01-4220-20-1211	Dental Insurance	2,461.00	1,422.42	1,422.42	1,038.58	0.00	1,038.58	42.20
01-4220-20-1220	Social Security	6,658.00	1,151.03	1,151.03	5,506.97	0.00	5,506.97	82.71
01-4220-20-1225	Medicare	5,661.00	2,725.37	2,725.37	2,935.63	0.00	2,935.63	51.86
01-4220-20-1230	Deferred Compensation	0.00	155.38	155.38	-155.38	0.00	-155.38	0.00
01-4220-20-1235	Group II Retirement-Fire	91,771.00	52,655.90	52,655.90	39,115.10	0.00	39,115.10	42.62
01-4220-20-1266	Sick Leave Incentive	4,817.00	5,516.05	5,516.05	-699.05	0.00	-699.05	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	Educat & Training/Prof Dev.	7,000.00	1,931.86	1,931.86	5,068.14	0.00	5,068.14	72.40
01-4220-20-1296	Supplemental Fire Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4220-30-2341	Telephone	7,700.00	3,662.58	3,662.58	4,037.42	0.00	4,037.42	52.43
01-4220-30-2343	Internet Service	3,081.00	2,293.82	2,293.82	787.18	0.00	787.18	25.55
01-4220-30-2350	Physicals, Alcohol And Drug Testing	2,500.00	2,918.50	2,918.50	-418.50	0.00	-418.50	0.00
01-4220-30-2351	Vaccinations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-30-2374	Custodian	3,156.00	3,890.00	3,890.00	-734.00	0.00	-734.00	0.00
01-4220-40-2410	Electricity	13,650.00	4,780.28	4,780.28	8,869.72	0.00	8,869.72	64.98
01-4220-40-2411	Heat	8,500.00	6,473.25	6,473.25	2,026.75	0.00	2,026.75	23.84
01-4220-40-2412	Water	4,700.00	3,014.83	3,014.83	1,685.17	0.00	1,685.17	35.85
01-4220-40-2425	Vehicle Repairs	18,000.00	20,389.91	20,389.91	-2,389.91	0.00	-2,389.91	0.00
01-4220-40-2430	Equipment Repair & Maintenance	6,000.00	594.62	594.62	5,405.38	0.00	5,405.38	90.09
01-4220-50-2560	Dues & Subscriptions	6,100.00	4,506.00	4,506.00	1,594.00	0.00	1,594.00	26.13
01-4220-60-2610	Supplies - General	2,500.00	1,721.55	1,721.55	778.45	0.00	778.45	31.14
01-4220-60-2615	Uniforms	2,000.00	975.09	975.09	1,024.91	0.00	1,024.91	51.25
01-4220-60-2616	Protective Clothing	21,940.00	3,700.50	3,700.50	18,239.50	0.00	18,239.50	83.13
01-4220-60-2620	Office Supplies	2,000.00	653.95	653.95	1,346.05	0.00	1,346.05	67.30
01-4220-60-2621	Computer Equipment	4,500.00	2,211.23	2,211.23	2,288.77	0.00	2,288.77	50.86
01-4220-60-2624	Education and Prevention	1,500.00	762.15	762.15	737.85	0.00	737.85	49.19
01-4220-60-2625	Postage	300.00	166.00	166.00	134.00	0.00	134.00	44.67
01-4220-60-2635	Gasoline	3,700.00	2,619.76	2,619.76	1,080.24	0.00	1,080.24	29.20
01-4220-60-2636	Diesel Fuel	3,339.00	3,909.63	3,909.63	-570.63	0.00	-570.63	0.00
01-4220-60-2651	Breathing Apparatus	25,000.00	5,856.17	5,856.17	19,143.83	0.00	19,143.83	76.58
01-4220-60-2652	Radios And Pagers	12,000.00	7,959.40	7,959.40	4,040.60	0.00	4,040.60	33.67

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4220-60-2653	Tools & Equipment	15,000.00	4,968.63	4,968.63	10,031.37	0.00	10,031.37	66.88
01-4220-60-2654	Tires	3,000.00	300.00	300.00	2,700.00	0.00	2,700.00	90.00
01-4220-80-2762	Equipment Lease Payment	1,273.00	296.76	296.76	976.24	0.00	976.24	76.69
01-4220-80-2820	Mileage	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4220-90-2615	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-2616	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-90-9800	P/Y Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	732,971.00	367,560.23	367,560.23	365,410.77	0.00	365,410.77	49.85
	Expense Sub Totals:	732,971.00	367,560.23	367,560.23	365,410.77	0.00	365,410.77	49.85
	Dept 4220 Sub Totals:	732,971.00	367,560.23	367,560.23	365,410.77	0.00		
Dept 01-4290 E02	Emergency Management Public Safety							
01-4290-50-2560	Dues & Subscriptions	9,553.00	9,776.70	9,776.70	-223.70	0.00	-223.70	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:	9,554.00	9,776.70	9,776.70	-222.70	0.00	-222.70	0.00
	Expense Sub Totals:	9,554.00	9,776.70	9,776.70	-222.70	0.00	-222.70	0.00
	Dept 4290 Sub Totals:	9,554.00	9,776.70	9,776.70	-222.70	0.00		
Dept 01-4299 E02	Public Safety Communications Public Safety							
01-4299-10-1110	Public Safety - Full Time Wages	265,533.00	140,141.45	140,141.45	125,391.55	0.00	125,391.55	47.22
01-4299-10-1115	Public Safety - Part Time Wages	22,046.00	16,178.26	16,178.26	5,867.74	0.00	5,867.74	26.62
01-4299-10-1140	Overtime Public Safety	21,301.00	17,099.90	17,099.90	4,201.10	0.00	4,201.10	19.72
01-4299-20-1210	Health Insurance	162,799.00	77,661.38	77,661.38	85,137.62	0.00	85,137.62	52.30
01-4299-20-1211	Dental Insurance	5,926.00	3,124.88	3,124.88	2,801.12	0.00	2,801.12	47.27
01-4299-20-1220	Social Security	19,600.00	10,849.58	10,849.58	8,750.42	0.00	8,750.42	44.65
01-4299-20-1225	Medicare	4,583.00	2,537.32	2,537.32	2,045.68	0.00	2,045.68	44.64
01-4299-20-1230	Deferred Compensation	9,175.00	5,825.34	5,825.34	3,349.66	0.00	3,349.66	36.51
01-4299-20-1266	Sick Leave Incentive	6,000.00	3,202.98	3,202.98	2,797.02	0.00	2,797.02	46.62
01-4299-20-1290	Longevity	1,250.00	1,606.25	1,606.25	-356.25	0.00	-356.25	0.00
01-4299-20-1294	Educat & Training/Prof Dev.	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-4299-30-2341	Telephone	7,500.00	4,201.10	4,201.10	3,298.90	0.00	3,298.90	43.99
01-4299-30-2343	InternetService	3,100.00	1,693.98	1,693.98	1,406.02	0.00	1,406.02	45.36
01-4299-30-2350	Physicals, Alcohol And Drug Testing	750.00	225.00	225.00	525.00	0.00	525.00	70.00
01-4299-30-2430	Equipment Repair & Maintenance	1,250.00	1,750.00	1,750.00	-500.00	0.00	-500.00	0.00
01-4299-40-2425	Vehicle Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-40-2440	Equipment Rental	1,800.00	98.50	98.50	1,701.50	0.00	1,701.50	94.53
01-4299-50-2560	Dues & Subscription	350.00	361.00	361.00	-11.00	0.00	-11.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4299-50-2565	Software Licenses	7,000.00	6,361.76	6,361.76	638.24	0.00	638.24	9.12
01-4299-60-2615	Uniforms	1,700.00	100.00	100.00	1,600.00	0.00	1,600.00	94.12
01-4299-60-2620	Office Supplies	500.00	244.30	244.30	255.70	0.00	255.70	51.14
01-4299-60-2621	Computer Equipment	3,000.00	3,169.74	3,169.74	-169.74	0.00	-169.74	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	9,198.29	9,198.29	-9,198.29	0.00	-9,198.29	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	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4299-80-2820	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E02 Sub Totals:	547,713.00	305,631.01	305,631.01	242,081.99	0.00	242,081.99	44.20
	Expense Sub Totals:	547,713.00	305,631.01	305,631.01	242,081.99	0.00	242,081.99	44.20
	Dept 4299 Sub Totals:	547,713.00	305,631.01	305,631.01	242,081.99	0.00		
Dept 01-4311	Public Works Administration							
E03	Highways and Streets							
01-4311-10-1110	Full Time Wages-DPW	260,707.00	104,528.01	104,528.01	156,178.99	0.00	156,178.99	59.91
01-4311-10-1115	PT Wages - DPW	22,807.00	15,275.63	15,275.63	7,531.37	0.00	7,531.37	33.02
01-4311-10-1116	Wages-Other-Stormwater DPW	14,993.00	0.00	0.00	14,993.00	0.00	14,993.00	100.00
01-4311-10-1140	Overtime Public Works Admin	1,127.00	327.03	327.03	799.97	0.00	799.97	70.98
01-4311-20-1210	Health Insurance	35,076.00	14,972.20	14,972.20	20,103.80	0.00	20,103.80	57.31
01-4311-20-1211	Dental Insurance	1,400.00	1,397.60	1,397.60	2.40	0.00	2.40	0.17
01-4311-20-1220	Social Security	18,772.00	8,333.02	8,333.02	10,438.98	0.00	10,438.98	55.61
01-4311-20-1225	Medicare	4,450.00	1,948.83	1,948.83	2,501.17	0.00	2,501.17	56.21
01-4311-20-1230	Deferred Compensation	14,455.00	5,418.09	5,418.09	9,036.91	0.00	9,036.91	62.52
01-4311-20-1266	Sick Leave Incentive	4,320.00	2,632.60	2,632.60	1,687.40	0.00	1,687.40	39.06
01-4311-20-1290	Longevity	750.00	757.03	757.03	-7.03	0.00	-7.03	0.00
01-4311-20-1294	Educate & Training/Prof Dev.	3,000.00	240.00	240.00	2,760.00	0.00	2,760.00	92.00
01-4311-30-2310	Engineering	12,500.00	37,914.11	37,914.11	-25,414.11	0.00	-25,414.11	0.00
01-4311-30-2341	Telephone	5,500.00	2,615.73	2,615.73	2,884.27	0.00	2,884.27	52.44
01-4311-30-2343	Internet Service	3,500.00	1,832.05	1,832.05	1,667.95	0.00	1,667.95	47.66
01-4311-30-2374	Custodian	2,600.00	1,360.00	1,360.00	1,240.00	0.00	1,240.00	47.69
01-4311-30-2396	Storm Water II Projects	2,500.00	5,707.16	5,707.16	-3,207.16	0.00	-3,207.16	0.00
01-4311-40-2410	Electricity	13,500.00	9,106.51	9,106.51	4,393.49	0.00	4,393.49	32.54
01-4311-40-2411	Heat	6,300.00	3,583.46	3,583.46	2,716.54	0.00	2,716.54	43.12
01-4311-40-2412	Water	1,068.00	640.41	640.41	427.59	0.00	427.59	40.04
01-4311-40-2430	Equipment Repair & Maintenance	9,000.00	5,544.29	5,544.29	3,455.71	0.00	3,455.71	38.40
01-4311-50-2551	Advertising	1,500.00	133.62	133.62	1,366.38	0.00	1,366.38	91.09
01-4311-50-2560	Dues & Subscriptions	3,000.00	1,742.61	1,742.61	1,257.39	0.00	1,257.39	41.91
01-4311-60-2620	Office Supplies	3,500.00	1,538.01	1,538.01	1,961.99	0.00	1,961.99	56.06
01-4311-60-2621	Computer Equipment	2,000.00	568.24	568.24	1,431.76	0.00	1,431.76	71.59

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4311-60-2625	Postage	300.00	67.12	67.12	232.88	0.00	232.88	77.63
01-4311-70-2750	Furniture Fixtures Office Eq.	1,500.00	318.60	318.60	1,181.40	0.00	1,181.40	78.76
01-4311-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4311-90-9800	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E03 Sub Totals:	450,126.00	228,501.96	228,501.96	221,624.04	0.00	221,624.04	49.24
	Expense Sub Totals:	450,126.00	228,501.96	228,501.96	221,624.04	0.00	221,624.04	49.24
	Dept 4311 Sub Totals:	450,126.00	228,501.96	228,501.96	221,624.04	0.00		
Dept 01-4312 E03	Department of Public Works Highways and Streets							
01-4312-10-1110	Crew Wages	577,638.00	257,932.63	257,932.63	319,705.37	0.00	319,705.37	55.35
01-4312-10-1115	Part Time Wages-DPW	54,028.00	19,643.47	19,643.47	34,384.53	0.00	34,384.53	63.64
01-4312-10-1140	Overtime Crew	98,293.00	39,988.23	39,988.23	58,304.77	0.00	58,304.77	59.32
01-4312-20-1210	Health Insurance	259,469.00	96,917.38	96,917.38	162,551.62	0.00	162,551.62	62.65
01-4312-20-1211	Dental Insurance	11,288.00	4,770.03	4,770.03	6,517.97	0.00	6,517.97	57.74
01-4312-20-1220	Social Security	45,668.00	20,065.63	20,065.63	25,602.37	0.00	25,602.37	56.06
01-4312-20-1225	Medicare	10,680.00	4,692.70	4,692.70	5,987.30	0.00	5,987.30	56.06
01-4312-20-1230	Deferred Compensation	28,182.00	11,943.42	11,943.42	16,238.58	0.00	16,238.58	57.62
01-4312-20-1266	Sick Leave Incentive	2,860.00	2,205.29	2,205.29	654.71	0.00	654.71	22.89
01-4312-20-1290	Longevity	3,750.00	2,373.05	2,373.05	1,376.95	0.00	1,376.95	36.72
01-4312-30-2350	Physicals, Alcohol And Drug Testing	2,800.00	943.40	943.40	1,856.60	0.00	1,856.60	66.31
01-4312-40-2425	Vehicle Repairs & Maintenance	85,000.00	18,370.88	18,370.88	66,629.12	0.00	66,629.12	78.39
01-4312-40-2429	Radio Repairs	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4312-40-2430	Equipment Repair & Maintenance	57,000.00	19,750.90	19,750.90	37,249.10	0.00	37,249.10	65.35
01-4312-40-2431	Facility Maintenance & Repair	4,000.00	23.32	23.32	3,976.68	0.00	3,976.68	99.42
01-4312-40-2435	Fuel Tank Apron	1.00	248.95	248.95	-247.95	0.00	-247.95	0.00
01-4312-40-2443	Pennichuck Water Main Assessment	250,000.00	174,501.36	174,501.36	75,498.64	0.00	75,498.64	30.20
01-4312-40-2450	Line Stripe Roads	29,000.00	1,200.00	1,200.00	27,800.00	0.00	27,800.00	95.86
01-4312-40-2451	Outside Hire	90,000.00	24,113.87	24,113.87	65,886.13	0.00	65,886.13	73.21
01-4312-40-2452	Lease/Rental Payments	6,000.00	1,251.51	1,251.51	4,748.49	0.00	4,748.49	79.14
01-4312-40-2453	Fuel Tank Testing	1,100.00	1,060.00	1,060.00	40.00	0.00	40.00	3.64
01-4312-40-2461	Street Sweeping	7,000.00	1,015.00	1,015.00	5,985.00	0.00	5,985.00	85.50
01-4312-40-2463	Catch Basin	12,500.00	0.00	0.00	12,500.00	0.00	12,500.00	100.00
01-4312-40-2470	Tree Care	15,000.00	4,900.00	4,900.00	10,100.00	0.00	10,100.00	67.33
01-4312-60-2610	Supplies - General	33,000.00	14,290.84	14,290.84	18,709.16	0.00	18,709.16	56.69
01-4312-60-2615	Uniforms	19,500.00	11,661.16	11,661.16	7,838.84	0.00	7,838.84	40.20
01-4312-60-2616	Protective Clothing	9,000.00	755.19	755.19	8,244.81	0.00	8,244.81	91.61
01-4312-60-2620	Safety Equipment	0.00	6,906.58	6,906.58	-6,906.58	0.00	-6,906.58	0.00
01-4312-60-2626	Oil & Grease	6,000.00	5,554.51	5,554.51	445.49	0.00	445.49	7.42
01-4312-60-2635	Gasoline	14,999.00	8,356.61	8,356.61	6,642.39	0.00	6,642.39	44.29
01-4312-60-2636	Diesel Fuel	50,000.00	17,107.63	17,107.63	32,892.37	0.00	32,892.37	65.78

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-60-2653	Tools & Equipment	8,000.00	5,906.01	5,906.01	2,093.99	0.00	2,093.99	26.17
01-4312-60-2654	Tires	6,000.00	4,081.31	4,081.31	1,918.69	0.00	1,918.69	31.98
01-4312-60-2662	Salt	130,000.00	69,430.02	69,430.02	60,569.98	0.00	60,569.98	46.59
01-4312-60-2663	Sand	7,500.00	12,533.76	12,533.76	-5,033.76	0.00	-5,033.76	0.00
01-4312-60-2665	Gravel	12,000.00	27,469.07	27,469.07	-15,469.07	0.00	-15,469.07	0.00
01-4312-60-2666	Calcium Chloride	27,000.00	6,006.15	6,006.15	20,993.85	0.00	20,993.85	77.76
01-4312-60-2668	Cold Patch	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4312-60-2684	Guardrails	7,000.00	20,725.00	20,725.00	-13,725.00	0.00	-13,725.00	0.00
01-4312-60-2687	Signs & Misc. Supplies	11,000.00	5,519.40	5,519.40	5,480.60	0.00	5,480.60	49.82
01-4312-70-2730	Road Maintenance (Hot Top)	100,000.00	35,170.52	35,170.52	64,829.48	0.00	64,829.48	64.83
01-4312-70-2735	Road rebuild	1,400,000.00	651,296.61	651,296.61	748,703.39	0.00	748,703.39	53.48
01-4312-70-2740	New Equipment Capital	140,000.00	23,580.20	23,580.20	116,419.80	0.00	116,419.80	83.16
01-4312-70-2762	Equipment Lease Payment	46,500.00	46,479.68	46,479.68	20.32	0.00	20.32	0.04
01-4312-90-9800	PY Encumbrance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E03 Sub Totals:	3,681,156.00	1,680,741.27	1,680,741.27	2,000,414.73	0.00	2,000,414.73	54.34
	Expense Sub Totals:	3,681,156.00	1,680,741.27	1,680,741.27	2,000,414.73	0.00	2,000,414.73	54.34
	Dept 4312 Sub Totals:	3,681,156.00	1,680,741.27	1,680,741.27	2,000,414.73	0.00		
Dept 01-4316 E03	Street Lighting							
	Highways and Streets							
01-4316-40-2414	General Street Lighting	20,000.00	11,560.31	11,560.31	8,439.69	0.00	8,439.69	42.20
01-4316-40-2415	Warning Lights	2,300.00	1,000.33	1,000.33	1,299.67	0.00	1,299.67	56.51
01-4316-40-2416	Traffic Signals	2,600.00	586.58	586.58	2,013.42	0.00	2,013.42	77.44
	E03 Sub Totals:	24,900.00	13,147.22	13,147.22	11,752.78	0.00	11,752.78	47.20
	Expense Sub Totals:	24,900.00	13,147.22	13,147.22	11,752.78	0.00	11,752.78	47.20
	Dept 4316 Sub Totals:	24,900.00	13,147.22	13,147.22	11,752.78	0.00		
Dept 01-4323 E04	Souhegan Regional Landfill							
	Sanitation							
01-4323-30-2307	Souhegan Regional Landfill	437,855.00	322,617.52	322,617.52	115,237.48	0.00	115,237.48	26.32
	E04 Sub Totals:	437,855.00	322,617.52	322,617.52	115,237.48	0.00	115,237.48	26.32
	Expense Sub Totals:	437,855.00	322,617.52	322,617.52	115,237.48	0.00	115,237.48	26.32
	Dept 4323 Sub Totals:	437,855.00	322,617.52	322,617.52	115,237.48	0.00		
Dept 01-4324 E04	Landfill Department							
	Sanitation							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4324-10-1110	FT Wages-Landfill	47,528.00	20,332.21	20,332.21	27,195.79	0.00	27,195.79	57.22
01-4324-10-1115	Part Time Wages Landfill	99,072.00	47,002.54	47,002.54	52,069.46	0.00	52,069.46	52.56
01-4324-10-1140	Overtime Landfill	3,200.00	3,860.70	3,860.70	-660.70	0.00	-660.70	0.00
01-4324-20-1210	Health Insurance	37,246.00	16,025.62	16,025.62	21,220.38	0.00	21,220.38	56.97
01-4324-20-1211	Dental Insurance	1,766.00	744.17	744.17	1,021.83	0.00	1,021.83	57.86
01-4324-20-1220	Social Security	8,805.00	4,334.07	4,334.07	4,470.93	0.00	4,470.93	50.78
01-4324-20-1225	Medicare	2,060.00	1,013.69	1,013.69	1,046.31	0.00	1,046.31	50.79
01-4324-20-1230	Deferred Compensation	0.00	1,118.25	1,118.25	-1,118.25	0.00	-1,118.25	0.00
01-4324-20-1266	Sick Leave Incentive	727.00	575.79	575.79	151.21	0.00	151.21	20.80
01-4324-20-1290	Longevity	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4324-20-1294	Educat & Training/Prof Dev.	600.00	525.00	525.00	75.00	0.00	75.00	12.50
01-4324-30-2341	Telephone	1,300.00	817.00	817.00	483.00	0.00	483.00	37.15
01-4324-30-2343	Internet Service	3,300.00	1,428.73	1,428.73	1,871.27	0.00	1,871.27	56.71
01-4324-40-2410	Electricity - Landfill	7,200.00	3,229.79	3,229.79	3,970.21	0.00	3,970.21	55.14
01-4324-40-2412	Water	800.00	385.62	385.62	414.38	0.00	414.38	51.80
01-4324-40-2420	Waste Disposal	97,000.00	59,232.82	59,232.82	37,767.18	0.00	37,767.18	38.94
01-4324-40-2431	Facility Maintenance & Repairs	8,000.00	1,879.40	1,879.40	6,120.60	0.00	6,120.60	76.51
01-4324-40-2451	Outside Hire	11,000.00	1,550.50	1,550.50	9,449.50	0.00	9,449.50	85.90
01-4324-40-2452	Equipment Lease/Rental Payment	0.00	1,930.00	1,930.00	-1,930.00	0.00	-1,930.00	0.00
01-4324-50-2551	Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-50-2560	Dues & Subscriptions	9,400.00	9,269.18	9,269.18	130.82	0.00	130.82	1.39
01-4324-50-2561	Credit Card Fees And Expenses	1,000.00	278.99	278.99	721.01	0.00	721.01	72.10
01-4324-50-2563	Weighmaster Licenses	600.00	0.00	0.00	600.00	0.00	600.00	100.00
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	2,500.00	651.09	651.09	1,848.91	0.00	1,848.91	73.96
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	1,800.00	1,435.70	1,435.70	364.30	0.00	364.30	20.24
01-4324-60-2688	Tire Removal	1,500.00	868.00	868.00	632.00	0.00	632.00	42.13
	E04 Sub Totals:	347,154.00	178,488.86	178,488.86	168,665.14	0.00	168,665.14	48.59
	Expense Sub Totals:	347,154.00	178,488.86	178,488.86	168,665.14	0.00	168,665.14	48.59
	Dept 4324 Sub Totals:	347,154.00	178,488.86	178,488.86	168,665.14	0.00		
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	50.40	50.40	-50.40	0.00	-50.40	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E03 Sub Totals:	0.00	50.40	50.40	-50.40	0.00	-50.40	0.00
E05	Health							
01-4411-10-1115	Health Officer	2,080.00	1,120.14	1,120.14	959.86	0.00	959.86	46.15
01-4411-20-1220	Social Security	129.00	63.84	63.84	65.16	0.00	65.16	50.51
01-4411-20-1225	Medicare	30.00	14.94	14.94	15.06	0.00	15.06	50.20
01-4411-20-1294	Educat & Training/Prof Dev.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-60-2610	Supplies - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-80-2820	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	2,239.00	1,198.92	1,198.92	1,040.08	0.00	1,040.08	46.45
	Expense Sub Totals:	2,239.00	1,249.32	1,249.32	989.68	0.00	989.68	44.20
	Dept 4411 Sub Totals:	2,239.00	1,249.32	1,249.32	989.68	0.00		
Dept 01-4414	Animal Control							
E05	Health							
01-4414-40-2430	Equipment Repairs & Maintenanc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4414-60-2619	Dog Emergency Care	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4414-80-2811	Kennel Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Expense Sub Totals:	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Dept 4414 Sub Totals:	400.00	0.00	0.00	400.00	0.00		
Dept 01-4415	Health & Human SRVC Agencies							
E05	Health							
01-4415-30-2399	Health Agencies and Hospitals	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Dept 4415 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00		
Dept 01-4442	Direct Assistance (Welfare)							
E06	Welfare							
01-4442-10-1115	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	8,000.00	3,090.00	3,090.00	4,910.00	0.00	4,910.00	61.38
01-4442-60-2627	Utilities, WGA	1,500.00	71.39	71.39	1,428.61	0.00	1,428.61	95.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1,015.00	1,015.00	-265.00	0.00	-265.00	0.00
01-4442-80-2890	General Assistance	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E06 Sub Totals:	10,256.00	4,176.39	4,176.39	6,079.61	0.00	6,079.61	59.28
	Expense Sub Totals:	10,256.00	4,176.39	4,176.39	6,079.61	0.00	6,079.61	59.28
	Dept 4442 Sub Totals:	10,256.00	4,176.39	4,176.39	6,079.61	0.00		
Dept 01-4520 E07	Recreation Department Culture and Recreation							
01-4520-10-1110	Recreation Wages	151,937.00	82,210.18	82,210.18	69,726.82	0.00	69,726.82	45.89
01-4520-10-1112	Maintenance Employees Wage	119,185.00	68,472.00	68,472.00	50,713.00	0.00	50,713.00	42.55
01-4520-10-1115	Secretary-PT	24,823.00	12,731.83	12,731.83	12,091.17	0.00	12,091.17	48.71
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	783.00	0.00	0.00	783.00	0.00	783.00	100.00
01-4520-20-1210	Health Insurance	48,891.00	25,007.29	25,007.29	23,883.71	0.00	23,883.71	48.85
01-4520-20-1211	Dental Insurance	3,166.00	2,026.79	2,026.79	1,139.21	0.00	1,139.21	35.98
01-4520-20-1220	Social Security	18,237.00	11,329.73	11,329.73	6,907.27	0.00	6,907.27	37.88
01-4520-20-1225	Medicare	4,265.00	2,649.42	2,649.42	1,615.58	0.00	1,615.58	37.88
01-4520-20-1230	Deferred Compensation	14,571.00	8,252.39	8,252.39	6,318.61	0.00	6,318.61	43.36
01-4520-20-1266	Sick Leave Incentive	3,700.00	926.30	926.30	2,773.70	0.00	2,773.70	74.96
01-4520-20-1290	Longevity	1,000.00	750.00	750.00	250.00	0.00	250.00	25.00
01-4520-30-2341	Telephone	7,356.00	3,837.19	3,837.19	3,518.81	0.00	3,518.81	47.84
01-4520-30-2343	Internet Service	3,840.00	1,687.56	1,687.56	2,152.44	0.00	2,152.44	56.05
01-4520-30-2374	Custodian	1,300.00	750.00	750.00	550.00	0.00	550.00	42.31
01-4520-40-2410	Electricity	11,682.00	2,403.15	2,403.15	9,278.85	0.00	9,278.85	79.43
01-4520-40-2411	Heat	6,000.00	3,071.84	3,071.84	2,928.16	0.00	2,928.16	48.80
01-4520-40-2412	Water	340.00	235.73	235.73	104.27	0.00	104.27	30.67
01-4520-40-2425	Vehicle Repairs	4,000.00	4,037.85	4,037.85	-37.85	0.00	-37.85	0.00
01-4520-40-2431	Facility Maintenance/Repairs	10,000.00	4,479.41	4,479.41	5,520.59	0.00	5,520.59	55.21
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	738.00	738.00	662.00	0.00	662.00	47.29
01-4520-50-2551	Advertising	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4520-50-2565	Software Licenses	888.00	0.00	0.00	888.00	0.00	888.00	100.00
01-4520-50-2615	Uniforms	1,000.00	475.15	475.15	524.85	0.00	524.85	52.49
01-4520-60-2610	Supplies - General	750.00	1,563.37	1,563.37	-813.37	0.00	-813.37	0.00
01-4520-60-2612	Equipment Purchases	13,000.00	4,678.59	4,678.59	8,321.41	0.00	8,321.41	64.01
01-4520-60-2620	Office Supplies	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4520-60-2621	Computer Equipment	0.00	1,920.00	1,920.00	-1,920.00	0.00	-1,920.00	0.00
01-4520-60-2625	Postage	100.00	0.57	0.57	99.43	0.00	99.43	99.43
01-4520-60-2635	Gasoline	8,000.00	3,533.32	3,533.32	4,466.68	0.00	4,466.68	55.83

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4520-60-2636	Diesel Fuel	2,400.00	852.43	852.43	1,547.57	0.00	1,547.57	64.48
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	1,353.00	756.51	756.51	596.49	0.00	596.49	44.09
01-4520-80-2653	Tools & Equipment	2,500.00	618.86	618.86	1,881.14	0.00	1,881.14	75.25
01-4520-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4520-80-2825	Meetings & Conferences	1,500.00	1,542.73	1,542.73	-42.73	0.00	-42.73	0.00
01-4520-80-2840	Vandalism	0.00	4.10	4.10	-4.10	0.00	-4.10	0.00
	E07 Sub Totals:	469,168.00	251,542.29	251,542.29	217,625.71	0.00	217,625.71	46.39
	Expense Sub Totals:	469,168.00	251,542.29	251,542.29	217,625.71	0.00	217,625.71	46.39
	Dept 4520 Sub Totals:	469,168.00	251,542.29	251,542.29	217,625.71	0.00		
Dept 01-4522 E07	Parks & Recreation Culture and Recreation							
01-4522-10-1115	Part Time Summer Mowing	9,700.00	9,380.23	9,380.23	319.77	0.00	319.77	3.30
01-4522-10-1140	Overtime Parks	1.00	0.00	0.00	1.00	0.00	1.00	100.00
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	632.00	581.56	581.56	50.44	0.00	50.44	7.98
01-4522-20-1225	Medicare	141.00	136.03	136.03	4.97	0.00	4.97	3.52
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	385.00	385.00	115.00	0.00	115.00	23.00
01-4522-40-2451	Outside Hire	500.00	300.00	300.00	200.00	0.00	200.00	40.00
01-4522-60-2610	Supplies - General	350.00	47.70	47.70	302.30	0.00	302.30	86.37
01-4522-60-2613	Fertilizer & Lime	1,000.00	107.70	107.70	892.30	0.00	892.30	89.23
01-4522-80-2612	Equipment Purchase	650.00	160.55	160.55	489.45	0.00	489.45	75.30
	E07 Sub Totals:	13,474.00	11,098.77	11,098.77	2,375.23	0.00	2,375.23	17.63
	Expense Sub Totals:	13,474.00	11,098.77	11,098.77	2,375.23	0.00	2,375.23	17.63
	Dept 4522 Sub Totals:	13,474.00	11,098.77	11,098.77	2,375.23	0.00		
Dept 01-4525 E07	Peabody Mill Environmental CTR Culture and Recreation							
01-4525-80-2830	PMEC Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E07 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 4525 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 01-4550	Library							
E07	Culture and Recreation							
01-4550-10-1110	Wages FT Library	460,218.00	263,253.74	263,253.74	196,964.26	0.00	196,964.26	42.80
01-4550-10-1115	Wages Part Time	157,309.00	96,910.58	96,910.58	60,398.42	0.00	60,398.42	38.39
01-4550-20-1210	Health Insurance	174,843.00	72,393.97	72,393.97	102,449.03	0.00	102,449.03	58.59
01-4550-20-1211	Dental Insurance	8,362.00	3,351.90	3,351.90	5,010.10	0.00	5,010.10	59.92
01-4550-20-1220	Social Security	38,289.00	23,177.42	23,177.42	15,111.58	0.00	15,111.58	39.47
01-4550-20-1225	Medicare	8,954.00	5,420.44	5,420.44	3,533.56	0.00	3,533.56	39.46
01-4550-20-1230	Deferred Compensation	23,071.00	13,526.63	13,526.63	9,544.37	0.00	9,544.37	41.37
01-4550-20-1266	Sick Leave Incentive	8,058.00	2,575.52	2,575.52	5,482.48	0.00	5,482.48	68.04
01-4550-20-1290	Longevity	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00
01-4550-20-1294	Educat & Training/Prof Dev.	300.00	1,762.00	1,762.00	-1,462.00	0.00	-1,462.00	0.00
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	2,800.00	1,931.52	1,931.52	868.48	0.00	868.48	31.02
01-4550-30-2343	Internet Service	5,800.00	3,596.06	3,596.06	2,203.94	0.00	2,203.94	38.00
01-4550-30-2374	Custodian	15,000.00	6,650.00	6,650.00	8,350.00	0.00	8,350.00	55.67
01-4550-30-2395	Outside Hire IT	5,000.00	120.00	120.00	4,880.00	0.00	4,880.00	97.60
01-4550-40-2410	Electricity	8,220.00	4,766.41	4,766.41	3,453.59	0.00	3,453.59	42.01
01-4550-40-2411	Heat	8,975.00	4,856.40	4,856.40	4,118.60	0.00	4,118.60	45.89
01-4550-40-2412	Water	1,950.00	1,542.97	1,542.97	407.03	0.00	407.03	20.87
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	1,062.00	1,062.00	138.00	0.00	138.00	11.50
01-4550-50-2565	Software Licenses	45,000.00	37,235.21	37,235.21	7,764.79	0.00	7,764.79	17.26
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	7,000.00	8,874.97	8,874.97	-1,874.97	0.00	-1,874.97	0.00
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	500.00	408.70	408.70	91.30	0.00	91.30	18.26
01-4550-60-2670	Books & Periodicals	103,000.00	42,270.20	42,270.20	60,729.80	0.00	60,729.80	58.96
01-4550-70-2720	Library Renovation Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4550-70-2740	New Equipment Capital	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-80-2612	Equipment Purchase	500.00	349.94	349.94	150.06	0.00	150.06	30.01
01-4550-80-2618	Special Events & Supplies	16,000.00	10,193.79	10,193.79	5,806.21	0.00	5,806.21	36.29
01-4550-80-2621	Computer Equipment	10,000.00	93.85	93.85	9,906.15	0.00	9,906.15	99.06
01-4550-80-2762	Equipment Lease Payment	5,000.00	597.77	597.77	4,402.23	0.00	4,402.23	88.04
01-4550-80-2820	Mileage	300.00	255.91	255.91	44.09	0.00	44.09	14.70
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:	1,119,102.00	608,677.90	608,677.90	510,424.10	0.00	510,424.10	45.61
	Expense Sub Totals:	1,119,102.00	608,677.90	608,677.90	510,424.10	0.00	510,424.10	45.61
	Dept 4550 Sub Totals:	1,119,102.00	608,677.90	608,677.90	510,424.10	0.00		
Dept 01-4583	Patriotic Purposes							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E07	Culture and Recreation							
01-4583-80-2860	4th of July Subsidy	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
01-4583-80-2861	Memorial Day Subsidy	500.00	245.98	245.98	254.02	0.00	254.02	50.80
	E07 Sub Totals:	8,500.00	8,245.98	8,245.98	254.02	0.00	254.02	2.99
	Expense Sub Totals:	8,500.00	8,245.98	8,245.98	254.02	0.00	254.02	2.99
	Dept 4583 Sub Totals:	8,500.00	8,245.98	8,245.98	254.02	0.00		
Dept 01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	1,368.00	184.73	184.73	1,183.27	0.00	1,183.27	86.50
01-4589-20-1220	Social Security	85.00	11.44	11.44	73.56	0.00	73.56	86.54
01-4589-20-1225	Medicare	20.00	2.69	2.69	17.31	0.00	17.31	86.55
01-4589-30-2382	Outside Hire-Professional Srvc	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4589-50-2550	Printing	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4589-60-2610	Supplies - General	82.00	0.00	0.00	82.00	0.00	82.00	100.00
01-4589-60-2621	Computer Equipment	80.00	250.00	250.00	-170.00	0.00	-170.00	0.00
01-4589-80-2618	Special Events & Supplies	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	2,685.00	448.86	448.86	2,236.14	0.00	2,236.14	83.28
	Expense Sub Totals:	2,685.00	448.86	448.86	2,236.14	0.00	2,236.14	83.28
	Dept 4589 Sub Totals:	2,685.00	448.86	448.86	2,236.14	0.00		
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	3,649.00	934.80	934.80	2,714.20	0.00	2,714.20	74.38
01-4611-20-1220	Social Security	226.00	57.95	57.95	168.05	0.00	168.05	74.36
01-4611-20-1225	Medicare	53.00	13.54	13.54	39.46	0.00	39.46	74.45
01-4611-20-1294	Educat & Training/Prof Dev	750.00	0.00	0.00	750.00	0.00	750.00	100.00
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	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4611-40-2487	Invasives Mitigation	3,800.00	4,000.00	4,000.00	-200.00	0.00	-200.00	0.00
01-4611-40-2488	Signage	2,400.00	1,194.52	1,194.52	1,205.48	0.00	1,205.48	50.23
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	739.50	739.50	460.50	0.00	460.50	38.38
01-4611-50-2564	Educational Outreach	1,250.00	524.96	524.96	725.04	0.00	725.04	58.00
01-4611-60-2625	Postage	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
	E08 Sub Totals:	15,828.00	7,465.27	7,465.27	8,362.73	0.00	8,362.73	52.84
	Expense Sub Totals:	15,828.00	7,465.27	7,465.27	8,362.73	0.00	8,362.73	52.84
	Dept 4611 Sub Totals:	15,828.00	7,465.27	7,465.27	8,362.73	0.00		
Dept 01-4711	Principal - L-T Bonds & Notes							
E09	Debt Service							
01-4711-90-2210	Principal Rd Const Phase1 & 2	306,000.00	0.00	0.00	306,000.00	0.00	306,000.00	100.00
01-4711-90-2211	Road Construction Bond Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4711-90-2214	Principal - Road Construction FY 14	200,000.00	0.00	0.00	200,000.00	0.00	200,000.00	100.00
01-4711-90-2215	Principal - Road Construction FY 15	200,000.00	100,000.00	100,000.00	100,000.00	0.00	100,000.00	50.00
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:	1,106,000.00	500,000.00	500,000.00	606,000.00	0.00	606,000.00	54.79
	Expense Sub Totals:	1,106,000.00	500,000.00	500,000.00	606,000.00	0.00	606,000.00	54.79
	Dept 4711 Sub Totals:	1,106,000.00	500,000.00	500,000.00	606,000.00	0.00		
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	21,940.00	0.00	0.00	21,940.00	0.00	21,940.00	100.00
01-4721-90-2211	Interest -Road Const Spring Rd	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2214	Interest - Road Construction FY 14	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
01-4721-90-2215	Interest - Road Construction FY 15	8,060.00	4,707.12	4,707.12	3,352.88	0.00	3,352.88	41.60
01-4721-90-2216	Interest - Rd Constr FY16-FY17	38,600.00	36,799.99	36,799.99	1,800.01	0.00	1,800.01	4.66
	E09 Sub Totals:	73,100.00	41,507.11	41,507.11	31,592.89	0.00	31,592.89	43.22
	Expense Sub Totals:	73,100.00	41,507.11	41,507.11	31,592.89	0.00	31,592.89	43.22
	Dept 4721 Sub Totals:	73,100.00	41,507.11	41,507.11	31,592.89	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	15,423,157.00	8,268,413.59	8,268,413.59	7,154,743.41	0.00	7,154,743.41	46.39
	Fund 01 Sub Totals:	15,423,157.00	8,268,413.59	8,268,413.59	7,154,743.41	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	15,423,157.00	8,268,413.59	8,268,413.59	7,154,743.41	0.00	7,154,743.41	46.39
	Report Totals:	15,423,157.00	8,268,413.59	8,268,413.59	7,154,743.41	0.00		



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AFR Job Description Deputy Chief of Operations **Department:** Fire Rescue

Meeting Date: February 21, 2023

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

With the reclassification of the position known as Captain of Fire & EMS Operations to Deputy Chief of Fire & EMS Operations, it is time to update the job description for the position.

BUDGET IMPACT:

(Include general ledger account numbers)

Balance of FY23 +/- \$1086.00 and for FY24 +/- \$3,000.00

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

For the BOS to approve the reclassification of the position from Captain to Deputy Chief.

SUGGESTED MOTION:

I move to have the BOS approve the reclassification of the position of Captain of Operations to Deputy Chief of Operations at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Deputy Fire Chief - Operations 2.6.2023

TOWN OF AMHERST NEW HAMPSHIRE FIRE RESCUE

P.O. BOX 1199, 177 AMHERST STREET
AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927



Job Title: Deputy Chief of Operations

Department: Fire Rescue

Reports To: Fire Chief

Category: Full-Time Exempt

Labor Grade: 18

General Summary: The Deputy Chief of Fire Operations is responsible for the operations of the Call Firefighters and EMS personnel. Assists with managing and leading emergency response and operation of the department. This encompasses the day-to-day and global operations of the department. This position also functions in all aspects and supports the positions of Chief and Deputy Chief of Prevention. It is also a position of liaison between senior management and all levels throughout the department.

Supervision Received: Reports to Fire Chief.

Supervision Exercised: Supervision of the rank and file of the department.

Essential Job Functions:

- Prepares the scheduling of the EMS employees.
- Tracks and replaces as needed EMS supplies.
- Monitors the ALS medications utilized by the Paramedics and Advanced EMT's.
- Schedules vehicle and equipment repairs.
- Duties of the Deputy Chief of Prevention in their absence.
- Responds to emergency calls.
- Completes fire incident reports.
- Completes EMS incident reports.
- Issues open Burn Permits.
- Assists with department purchasing.
- Assists with the training of department personnel.

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FIRE RESCUE
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AMHERST, NH 03031
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- Other duties as assigned.

Skills / Experience / Training Required:

- Knowledge of the principals and practices of modern fire department administration and fire science.
- Knowledge of the principles, practices, procedures, equipment, and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the codes, ordinances and statutes affecting the operation of the Department.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

Education / Licensure / Certification Requirements:

Graduate of an accredited four-year college or university with a degree in Fire Science, Leadership, Business Management or Business Administration, or related field. Ten years in the fire service is required with several years in a leadership capacity. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Nationally Registered Paramedic, Firefighter II, II, ICS400 and CDL-B endorsement. Ten years in the fire service is required with several

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years in a leadership capacity. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Physical Exertion / Environmental Conditions:

Firefighting is inherently a difficult and dangerous profession.

Frequently lift/carry 25lbs and higher.

Reaching above shoulder height occasionally, reaching at shoulder height frequently, and reaching below shoulder height frequently.

Twisting, bending required frequently as well as kneeling and crouching frequently.

During an average 8-hour day will sit for several hours with less hours walking or standing.

Working conditions include data entry, field work, firefighting, and EMS patient care.

Cognitive and Sensory Requirements:

Talking, necessary to communicate with others. Hearing, necessary for taking instruction and information. Sight, necessary for doing the job effectively and correctly. Sense of smell is also required.

Summary of Occupational Exposures:

- Some exposure to cleaning fluids and copy toner.
- Carcinogenic atmosphere.
- Flammable and combustible liquids.
- Live fire environments.
- Motor vehicle hazards.
- Biomedical hazards.

Approved by the Board of Selectmen: _____



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AFR Job Description Deputy Chief of Prevention. **Department:** Fire Rescue

Meeting Date: February 21, 2023

Staff Contact: Matt Conley

BACKGROUND INFORMATION:

Updating the job description for the position of Deputy Chief of Prevention.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

For the BOS to accept the job description for the position of Deputy Chief of Prevention.

SUGGESTED MOTION:

I move to have the BOS approve the job description for the position of Deputy Chief of Prevention at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Deputy Fire Chief - Fire Prevention 2.6.2023

TOWN OF AMHERST NEW HAMPSHIRE FIRE RESCUE

P.O. BOX 1199, 177 AMHERST STREET
AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927



Job Title: Deputy Chief of Fire Prevention

Department: Fire Rescue

Reports To: Fire Chief

Category: Full-Time Exempt

Labor Grade: 18

General Summary: The Deputy Chief of Fire Prevention is responsible fire prevention duties, assisting with managing and leading emergency response and operation of the department. This encompasses the day-to-day and global operations of the department. This position also functions in all aspects and supports the positions of Chief and Deputy Chief of Operations. It is also a position of liaison between senior management and all levels throughout the department.

Supervision Received: Reports to Fire Chief.

Supervision Exercised: Supervision of the rank and file of the department.

Essential Job Functions:

- Conducts Fire Department Inspections.
- Reviews Building Plans.
- Conducts Public Education.
- Conducts fire origin and cause investigations.
- Prepare fire and investigation reports.
- Duties of the Chief in their absence.
- Responds to emergency calls.
- Completes fire incident reports.
- Completes EMS incident reports.
- Issues open Burn Permits.
- Assists with department purchasing.
- Assists with scheduling vehicle and equipment repairs.

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FIRE RESCUE
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AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927

- Assists with the training of department personnel.
- Other duties as assigned.

Skills / Experience / Training Required:

- Knowledge of the principals and practices of modern fire department administration and fire science.
- Knowledge of the principles, practices, procedures, equipment, and apparatus used in modern firefighting and emergency medical and rescue operations and in the protection of life and property from fire.
- Knowledge of the codes, ordinances and statutes affecting the operation of the Department.
- Knowledge of proper emergency medical response techniques and protocols.
- Knowledge of hazardous materials.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision-making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

Education / Licensure / Certification Requirements:

Graduate of an accredited four-year college or university with a degree in Fire Science, Leadership, Business Management or Business Administration, or related field. Ten years in the fire service is required with several years in a leadership capacity. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Nationally Registered EMT, Firefighter II, Fire Inspector II, NFPA Codes, ICS400 and CDL-B endorsement. Ten years in the fire service is required with several years in a leadership capacity. Or any equivalent combination of

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AMHERST, NH 03031
PHONE (603) 673-1545 FAX (603) 672-3927

education, experience, and training that provides the required knowledge, skills, and abilities.

Physical Exertion / Environmental Conditions:

Firefighting is inherently a difficult and dangerous profession.

Frequently lift/carry 25lbs and higher.

Reaching above shoulder height occasionally, reaching at shoulder height frequently, and reaching below shoulder height frequently.

Twisting, bending required frequently as well as kneeling and crouching frequently.

During an average 8-hour day will sit for several hours with less hours walking or standing.

Working conditions include data entry, field work, firefighting, and EMS patient care.

Cognitive and Sensory Requirements:

Talking, necessary to communicate with others. Hearing, necessary for taking instruction and information. Sight, necessary for doing the job effectively and correctly. Sense of smell is also required.

Summary of Occupational Exposures:

- Some exposure to cleaning fluids and copy toner.
- Carcinogenic atmosphere.
- Flammable and combustible liquids.
- Live fire environments.
- Motor vehicle hazards.
- Biomedical hazards.

Approved by the Board of Selectmen:



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Fire Rescue Position Reclassification
Meeting Date: February 21, 2023

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

Reclassification of the full time Captain to Deputy Chief. Our current organizational Chart of Fire Officers has the full-time positions of Chief, Deputy Chief & Captain, and the call positions of Deputy Chief, Captain, and Lieutenant. To better align the positions across the department and the reporting system (chain of command), it is important to make this change.

BUDGET IMPACT:

(Include general ledger account numbers)

This would be a nominal impact with the wage going from Grade 17, Step 9 (41.44) to Grade 18 Step 7 (42.87). The impact over the remaining period of FY 2023 would be \$1,258.40.

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Is to change the title of our current full time Captain's position to full time Deputy Chief's position.

SUGGESTED MOTION:

For the BOS to approve the change of the titled full time Captain to full time Deputy Chief and moving the position to Grade 18 Step 7 at the recommendation of Chief Matthew Conley.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Hevey Kevin FY23 Promotion 1.19.2023



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Transfer Station Electrical
Meeting Date: February 21, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

The electrical panel which powers the compactors at the transfer station is in desperate need of replacement and relocation. The current location of this electric panel is behind and below the foundation for the deck. It is in a small concrete room that is exposed to rainwater and high levels of humidity; it does not dry out. Recently, our vendor for trash hauling, DC Slocum, has informed us that they will not permit their personnel to enter this room to deenergize the compacting equipment due to safety concerns. We have also instructed our personnel at the transfer station not to go into this room without first disconnecting the power from its source.

We solicited three prices from three reputable area companies for this work. We ask the BOS to authorize an emergency waiver of the bidding requirements and award this work to the lowest proposal we received, Long Champs Electric. The purpose of our request is to expedite this process and complete this work as soon as possible.

BUDGET IMPACT:

(Include general ledger account numbers)

\$ _____ from 01-4324-40-2431 Facility Maintenance & Repairs. (Budget remaining before expense = \$6,120.60)

POLICY IMPLICATIONS:

Requires emergency waiver of bidding requirements.

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award work to Long Champs Electric.

SUGGESTED MOTION:

I move to award the work to replace and relocate the compactor electrical panel at the transfer station to Long Champs Electric for the amount of \$ _____.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. TFS1
2. TFS2

3. TFS3
4. ATS Electrical quotes









Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: DPW New Hire

Department: Public Works

Meeting Date: February 21, 2023

Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

I am pleased to bring before the BOS a recommendation to hire Tenzin Phuntsok for the position of Fleet Mechanic at DPW. Tenzin successfully completed an oral board interview. With BOS approval, we desire Tenzin to start on February 27. Tenzin has more than ten years of progressive experience in the automotive repair field, as well as a two-year college degree in automotive technology.

We recommend the BOS approve Tenzin's hire starting at grade 9 step 8, or \$26.44 hourly. Our offer to Tenzin includes a step increase upon completion of a six-month probation period, and a step increase upon receipt of a cdl license.

BUDGET IMPACT:

(Include general ledger account numbers)

This position is fully funded in the budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend to approve hire.

SUGGESTED MOTION:

I move to hire Tenzin Phuntsok as the DPW Fleet Mechanic, starting at grade 9, step 8, or \$26.44 hourly. A pay increase of one step will be awarded after successful completion of the six-month probation period, and another step increase after receiving a NH CDL B license.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Employment Packet for DPW Mechanic



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Recreation Dept. Water Leak Repair **Department:** Public Works
Meeting Date: February 21, 2023 **Staff Contact:** Eric Slosek

BACKGROUND INFORMATION:

The recent extreme cold weather on February 3rd and 4th caused water pipes to break at the Recreation Department office. We filed a claim with Primex, and met with the insurance adjuster on Thursday, February 9th. The guidance from Primex was to remove all soiled materials, including drywall, carpet, and insulation as soon as possible to prevent mold growth. We completed these tasks the week of February 6th. Due to the widespread damage in Hillsborough County, and elsewhere in the state, contractors are booked. We were placed on a waiting list with Servepro, and quoted weeks out for plumbing repairs.

We contacted Northern Improvements, a local Amherst contractor, to solicit a price and availability to make the necessary repairs to the floor, walls, and painting. This work would be needed to reopen the Recreation office. This contractor made the repairs to the recent Town Hall water leak and did a very good job. They are booked, but offered to prioritize our work if awarded by the BOS. They are available to begin on February 22 if approved. We sent his cost estimate to Primex for review and our case manager said his price is consistent with his own estimates.

Recreation Director Fraley has indicated that reopening as soon as possible is of the utmost importance. He mentioned that this time of year is extremely busy for Rec, and that it is imperative that his staff be able to work together in the same building to coordinate their efforts. For these reasons, I recommend the BOS authorize an emergency waiver to the bidding requirements as allowed in the town purchasing policy. I recommend awarding the work to Northern Improvements.

BUDGET IMPACT:

(Include general ledger account numbers)

Insurance claim. Subject to \$1000 deductible.

POLICY IMPLICATIONS:

Requires emergency waiver of bidding requirements

DEPARTMENT HEAD RECOMMENDATION:

Recommend to award work to Northern Improvements as quoted.

SUGGESTED MOTION:

I move to award the work to repair the Recreation office to Northern Improvements, in the amount of \$_____.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 0309_001
2. Rec Office 1-1
3. Rec Office 2
4. Rec Office 3
5. Award 2.21.23 Northern









Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Tree Removal in Large Common
Meeting Date: February 21, 2023

Department: Public Works
Staff Contact: Eric Slosek

BACKGROUND INFORMATION:

A recent storm damaged a large pine tree in the large common. The tree is located at the western side of the common. Our tree contractor attempted to trim the broken branches away from the tree. In the process, it was discovered that the top of the large pine has extensive rot, holes, etc. Our contractor, and our tree warden, recommend that this tree should be removed. We seek BOS approval to remove this tree as soon as possible.

BUDGET IMPACT:

(Include general ledger account numbers)

1/2 Day Crane rate (Approximately \$2400)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Recommend that tree is removed.

SUGGESTED MOTION:

I move to authorize the DPW to remove the pine tree of concern in the large common.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Large Common Tree 1
2. Large Common Tree 2







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

Title: Application and Permit for
Wholesale, Retail Sales of Permissible
Fireworks, Atlas Fireworks

Department: Administration

Meeting Date: February 21, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Application and Permit for Wholesale, Retail Sales of Permissible Fireworks, Atlas Fireworks



**APPLICATION & PERMIT FOR
WHOLESALE/RETAIL SALES OF PERMISSIBLE
FIREWORKS**

The Board of Selectmen hereby grants/denies a permit for the wholesale/retail sales, possession and display of Permissible Fireworks to:

Applicant: Atlas Fireworks

Date of Application: February 10th 2023

Signature: *[Handwritten Signature]*

Telephone: (603) 532-8324

Mailing Address PO Box 498 Jaffrey, NH
03452

Location of Sales 105 State Route 101A
Amherst, NH 03031

Said activities to be conducted in accordance with pertinent laws of the State of New Hampshire RSA 160-B (RSA 160-A as amended) and as listed in the town policy below adopted March 26, 2001.

POLICY STATEMENT

AUTHORITY

In accordance with RSA Chapter 160-A (as amended), the Board of Selectmen as the governing body of the Town of Amherst for the Town of Amherst hereby adopts this policy intended to regulate the sale of Class C "Permissible" Fireworks as described in RSA 160-A:1,5 within the limits of the Town of Amherst.

Persons wishing to conduct the aforementioned retail/wholesale sales of Class C "Permissible Fireworks" shall obtain a permit from the Board of Selectmen prior to any such activities.

APPLICATION

Persons wishing to apply for a sales permit under this policy shall do so in writing to the Board of Selectmen on forms that may be prescribed by the Board. Completed applications shall be submitted to the Board of Selectmen no less than thirty (30) days prior to the desired date of proposed activity.

ELIGIBILITY REQUIREMENTS

All persons wishing to obtain a permit for the sale of Class C Permissible Fireworks shall in addition to applicable State and Federal regulations, conform to the following guidelines:

Under no circumstances shall the Board issue a permit for the retail/wholesale sales of these products by any individual under the age of twenty-one (21).

Persons wishing to obtain a permit for the retail/wholesale sale of Class C Permissible Fireworks must hold a Federal sales permit issued under USC Title 18. The permit shall not become valid until the applicant successfully obtains a sales license from the State of New Hampshire's Department of Safety.

SITE LOCATION

Retail sales shall only be conducted at such locations as listed upon the applicant's Federal license.

At no time shall the product be sold from temporary structures which are not those permanently affixed to the property (i.e. motor vehicles, trailers, campers, roadside stands, etc.)

Wholesale/retail sales locations must have successfully completed Site Plan Review with the Amherst Planning Board prior to approval of the requested permit. Sales will only be permitted from those sites which meet all applicable land use regulations.

All sales locations within the Town of Amherst must undergo physical inspection of the property by the Fire Chief or his/her designee prior to issuance of the actual permit and be in compliance with all applicable building, life and fire safety codes. The Fire Chief of the town of Amherst retains the right to disapprove any site at any time due to the existence of safety/fire hazards.

The holder of this permit shall assume all responsibility for liabilities arising from the storage, sale and display of Class C Permissible Fireworks.

CONDITIONS OF SALES

Persons permitted to sell Class C Permissible Fireworks (or their agents) must, prior to the sale, require the purchaser of these products to furnish photographic identification (State issued I.E. or Driver's license) indicating that they are at least twenty-one (21) years of age. Persons engaged in the retail sales of Class C Permissible Fireworks shall not allow sales by persons (or their agents) who are under the age of eighteen (18).

No permits shall be issued under this policy for the retail/wholesale sales of Class C Permissible Fireworks when sales are to take place before 7:00 a.m. or after 9:00 p.m.

All permits referenced herein shall be kept at the site permitted for sales and readily available for inspection by local authorities.

Applicants are expected to comply with all provisions of applicable Federal and State Regulations (Chapter 160-B).

DURATION

Permits issued by the Board of Selectmen for this purpose will be issued on an annual basis and expire at the end of the calendar year.

FEES

An annual fee shall be assessed by the Board of Selectmen for said permit. The permit fee shall be \$500.00 until such time as amended by the Board.

REVOCACTION

The Board of Selectmen or their designee shall have the authority to revoke any permits pertaining to Class C Permissible Fireworks. Any violation of the above terms shall be deemed sufficient reason for revocation without a refund of the required fees paid.

Any appeal of a permit revocation must be made to the Board of Selectmen in writing, indicating the reason to reconsider the action of the Board. The submission must be made to their office within five (5) calendar days of revocation. The Board will convene to consider the appeal within ten (10) calendar days of the receipt of an appeal.

The sale of Class C Permissible Fireworks without or after the revocation of a permit from the Town of Amherst is subject to criminal prosecution and penalty under State Statute.

OFFICE USE ONLY

DOCUMENTATION PROVIDED

- Federal Sales Permit issued under USC Title 18
- Sales License issued by State of New Hampshire (To Be Submitted to Town Within One Year of Obtaining Town Permit.)

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

3/14/23
Date

[Signature]
Signature: Building Inspector

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

2/14/2023
Date

Matthew Conley
Signature: Fire Chief or Designee

I hereby certify that to the best of my knowledge, the sales location IS / IS NOT in compliance with all applicable building, life and safety codes.

3/14/23
Date

[Signature]
Signature: Planning/Zoning Administrator

Only permissible fireworks will be sold or stored at the location the permit covers.

2/14/23
Date

[Signature]
Signature: Police Chief

APPROVED / DISAPPROVED

Date _____

Chairman _____

Vice Chairman _____

AMHERST BOARD OF SELECTMEN

Issue Date _____

Expiration Date _____

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC
Correspondence To 244 Needy Road
 Martinsburg, WV 25405-9431

License/Permit
Number **6-NH-005-51-4E-00307**

Chief, Federal Explosives Licensing Center (FELC)

Expiration
Date **May 1, 2024**

Mama Howard

Name
ATLAS PYROVISION ATLAS FIREWORKS

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**136 OLD SHARON ROAD
JAFFREY, NH 03452-**

Type of License or Permit

51-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operation specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

ATLAS PYROVISION ENTERTAINMENT GROUP INC
ATLAS PYROVISION ATLAS FIREWORKS
PO BOX 498
JAFFREY, NH 03452-

Licensee/Permittee Responsible Person Signature

Position/Title

Printed Name

Date

Previous Edition is Obsolete ATLAS PYROVISION ENTERTAINMENT GROUP INC:136 OLD SHARON ROAD:03452-5-NH-005-51-4E-00307:May 1, 2024:51-IMPORTER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **ATLAS PYROVISION ENTERTAINMENT GROUP
INC**

Business Name: **ATLAS PYROVISION ATLAS FIREWORKS**

License/Permit Number: **6-NH-005-51-4E-00307**

License/Permit Type: **51-IMPORTER OF EXPLOSIVES**

Expiration: **May 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

WARNINGS

1. As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (*as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)*), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (*as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act*), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
2. **Federal Regulation 27 CFR 555.53 - Licenses and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.**
3. **Alteration or Changes to the License or Permit. Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.**

NOTICES

1. Any change in trade name or control of this business or operations **MUST** be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.56-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
2. Under § 555.46, Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.
Note: The user-limited permits are not renewable.
3. This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
4. THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information

(Continued from front)

Discontinuance of Business (27 CFR 555.61)(27 CFR 555.128). Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:
CALL TOLL FREE - (888) ATF-BOMB**

✂ Cut Here

Federal Explosives Licensing Center (FELC) Toll-free number: (877) 283-3352
244 Needy Road Fax number: (304) 616-4401
Martinsburg, WV 25405-9431 E-mail: FELC@atf.gov

ATF Hotline Numbers

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)
Firearms Theft Hotline: 1-888-930-9275
Report Stolen, Hijacked or Seized Cigarettes: 1-800-659-6242
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)

State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE STATE FIRE MARSHAL

LICENSE TO SELL PERMISSIBLE FIREWORKS

License Number: 529

This certifies that **ATLAS FIREWORKS FACTORY, INC.**, located in the City, or Town of **AMHERST** in the State of **New Hampshire** is hereby licensed to sell or market permissible fireworks doing business at **105 ROUTE 101-A** in accordance with the New Hampshire RSA 160-C:3.

THIS LICENSE WILL EXPIRE ONE YEAR FROM DATE OF ISSUE.

Dated at Concord NH, on this 9th day of **June**, year of **2022**.

Sen. P.D.
State Fire Marshal

Stephen Kelly
Signature of Licensee

Original

This license is property of the State of New Hampshire, and shall be returned upon request.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Baboosic Lake Community Septic Warrants

Department: Tax Collector

Meeting Date: February 21, 2023

Staff Contact: Gail Stout

BACKGROUND INFORMATION:

The Baboosic Lake Community Septic Warrants for the quarter due April 3, 2023 are included 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 Warrants due April 3, 2023 as follows:

Phase I	\$ 2,074.68
Phase II	\$ 2,429.28
Phase III	\$ 6,754.86
Phase IV	\$ 4,803.00

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Septic Warrants Public BOS Mtg
2. Confidential Septic Warrants BOS Mtg



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, Seventy-Four Dollars and Sixty-Eight Cents (\$2,074.68).

With interest at eight (8) percent per annum from the 3rd day of April, 2023 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 21st day of February, 2023.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

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 Two Thousand, Four Hundred, Twenty-Nine Dollars and Twenty-Eight Cents (\$ 2,429.28).

With interest at eight (8) percent per annum from the 3rd day of April, 2023 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 21st day of February, 2023.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

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, Seven Hundred Fifty-Four Dollars and Eighty-Six Cents (\$ 6,754.86).

With interest at eight (8) percent per annum from the 3rd day of April, 2023 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 21st day of February, 2023.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

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, Eight Hundred, and Three Dollars and Zero Cents (\$ 4,803.00).

With interest at eight (8) percent per annum from the 3rd day of April, 2023 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 21st day of February, 2023.

Peter Lyon

Thomas Grella

Danielle Pray

John D'Angelo

Bill Stoughton

Board of Selectmen, Amherst, New Hampshire



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: February 21, 2023

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Elderly Exemption

Item A. The applicant has applied for an Elderly Exemption under RSA 72:39-a, which meets the income and asset limits and qualifies for the exemption.

Suggested Motion: The Assessor has reviewed the application for an Elderly Exemption under RSA 72:39-a and recommends approval. Therefore, I move to approve the Elderly Exemption for Map 002, Lot 009-000-001 commencing in Tax Year 2023.

All Service Veterans' Tax Credit

Item B. I have reviewed the attached All Service Veterans' Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28-b for the 2023 tax year.

Suggested Motion:

The attached application has been reviewed by our Assessor and our Assessor recommends approval. Therefore, I move to approve the All Service Veterans' Tax Credit for Map 004, Lot 052-044 commencing in Tax Year 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential

2. Item B Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Payroll, AP and Minutes
Meeting Date: February 21, 2023

Department: Administration
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Approvals:

Payroll

PR1~ I move to approve one (1) FY23 Payroll Manifest in the amount of \$251,759.91 dated February 4, 2023, subject to review and audit.

Accounts Payable

AP1 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$27,586.74 dated February 1, 2023, subject to review and audit. (NH DMV)

AP4 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$2,981,009.00 dated February 1, 2023, subject to review and audit. (Schools)

AP5 ~ I move to approve one (1) FY23 Accounts Payable Manifest in the amount of \$278,667.39 dated February 14, 2023, subject to review and audit. (Vendors)

Minutes

~ I move to approve the Board of Selectmen meeting minutes of February 6, 2023.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2023.02.06 BOS_DRAFT_dpNonPub



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Monday, February 6, 2023, 4:00PM

1 Attendees: Chairman Peter Lyon, Selectman Bill Stoughton, Selectman John D'Angelo,
2 Selectman Grella, and Selectman Danielle Pray

3

4 Also present: Town Administrator Dean Shankle

5

6 **1. Call to Order**

7 Chairman Peter Lyon called the meeting to order at 4:00 p.m.

8

9 **2. Pledge of Allegiance** – led by Mark Bender.

10

11 **3. Citizen's Forum**

12 Will Ludt stated that the recently approved Master Plan includes an implementation matrix.
13 #37 on that matrix reads: Consider broadening the communications strategies used in Amherst
14 to ensure that all residents and businesses are regularly informed of municipal initiatives and
15 related news. He stated that, in the last month, the Amherst Town newsletter has been
16 established and citizens can sign-up to receive informational emails from the Town. These are
17 important steps forward and he thanked those involved.

18

19 **4. Board Appointment, Conservation Commission**

20 **4.1 Volunteer Application for Conservation Commission- Mark Bender**

21 Mark Bender stated that his family uses the trails around Town, and he believes Amherst does
22 a good job in protecting natural resources and wetlands. He is interested in volunteering for
23 the Conservation Commission.

24

25 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Pray to*
26 *appoint Mark Bender to the Conservation Commission as an alternate member, term expiring*
27 *in 2024.*

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

29

30 **5. Scheduled Appointments**

31 None at this time.

32

33 **6. Administration**

34 **6.1. Administrative Updates**

35 Town Administrator Shankle stated that he received an update regarding the waterline project
36 for Pennichuck. All water services have been installed and only two meter installations
37 remain, which should have been installed earlier today. Per contract unit prices, the cost for

38 services which will not be reimbursed by NH DES are approximately \$50,00-\$55,000, subject
39 to change.

40

41 Chairman Lyon noted that DES has stated that, in the future, if the PFAS parameters are
42 lowered so that the nine homes associated with these funds are included under this project,
43 these funds will be reimbursed.

44

45 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
46 *expend up to \$55,000 from ARPA funds for this purpose.*

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

48

49 **7. Staff Reports**

50 **7.1. Part-Time Dispatcher Hire**

51 Police Chief Reams stated that this is already a funded position, and this candidate comes with
52 experience.

53

54 *A MOTION was made by Selectman Stoughton and SECONDED Grella by Selectman to*
55 *approve the hiring of Cameron M. Stacey to the position of Part-Time Dispatcher, Grade 6*
56 *Step 4 \$23.04, effective February 6, 2023.*

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

58

59 **7.2. DPW Ford F550 Bid**

60 DPW Director Eric Slosek stated that, per the DPW's vehicle replacement plan, the proposal
61 is to replace Truck 5, a 2011 Ford F550, with a new model 2023 F550. In addition to posting
62 an advertisement to bid on the Town's electronic sites, the DPW directly invited six area Ford
63 dealerships to bid. Of the six dealerships, only Colonial Municipal Group (CMG) sent a bid.
64 This is a truck needed for the 2023-2024 plowing season. The bid CMG submitted did not
65 include a liquid calcium spray system, or trade in value. An amended proposal including
66 liquid system and trade in is \$2,197 less, for a total net price of \$93,508.20. The
67 recommendation is to approve the amended bid from CMG, for a total purchase price of
68 \$93,508.20. CMG utilizes Massachusetts state bid pricing. The State of NH does not have a
69 State bid price for Ford F550 trucks.

70

71 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to*
72 *approve the purchase of a 2023 model Ford F550, with all associated implements and*
73 *accessories, and the trade-in of our existing 2011 model Ford F550 with plow and sander,*
74 *from Colonial Municipal Group, for the net purchase price of \$93,508.20. Further move to*
75 *authorize the Town Administrator to sign any related documents.*

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

77

78 **7.3. Fire/Rescue - reduction of Comstar Invoice**

79

80 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
81 *reduce Comstar Invoice #20-256216 by \$719.75 based on the request from Chief Conley and*
82 *Finance Director Bender.*

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

84

7.4. Finance Department Staffing

Finance Director, Debbie Bender, stated that she has been trying to hire an Assistant Finance Director. This has been difficult and help for the Department is needed. An absolute minimum number of people to run the Department is 2.5 people; ideally there would be three people in the Department. A third person, potentially a Clerk, could also help the Administration Department with special projects.

Chairman Lyon stated that months ago the Board authorized the hiring of an Assistant Director, and this position was included in the proposed budget. The new proposal is for a Department Assistant. Debbie Bender explained that the Assistant Director was proposed to help as she plans for retirement. Without being able to find this upfront replacement, searching instead for a third departmental assistant will help the Department move ahead and be more prepared for a new Director in the future.

Debbie Bender noted that many people who were very qualified for the Assistant Director position were not interested in the salary proposed for the position.

Selectman Stoughton asked what this Department Assistant's qualifications would be. Debbie Bender stated that this would be the most junior position in the Department.

Selectman D'Angelo asked if the proposal is to stop seeking an Assistant Finance Director and instead seek a Clerk. Debbie Bender agreed that this is her recommendation in order to get the Department in order. She would then suggest the Town start to search for a new Finance Director in July/August/September. She stated that she does not believe Amherst needs a permanent Finance Director and a permanent Assistant Finance Director, but the Department does need an additional person that can be cross trained.

Selectman D'Angelo stated that he believes the Department needs help, but he does not believe a Clerk is an adequate substitute for an Assistant Finance Director. He cannot support a third person as a Clerk instead of an Assistant Finance Director.

Chairman Lyon stated that the Town needs to consider what would be ideal to have for the Department, versus what it can actually get at this time. There is a need for more help in the Department today. Selectman D'Angelo stated that he agrees but he is not willing to substitute the third person's role in the Department from an Assistant Director to a Clerk. He would be willing to consider funding a fourth person for the Department instead.

Debbie Bender suggested tabling the idea of an Assistant Finance Director for now and revisiting the idea in the future. She would like to make this Department comfortable moving into the future. The Department needs help, and she has not been able to find someone to fill the Assistant Finance Director position at this time.

Selectman D'Angelo stated that he is concerned with what will happen if Debbie Bender retires and leaves behind only an accountant and a clerk in the Department. He stated that he is okay with hiring a clerk at this time, as long as this does not take the Assistant Finance Director position off the table. Chairman Lyon stated that the Board always has the option to

131 reorganize a Department if needed. Making this decision now does not mean that a different
132 option cannot be sought in the future.

133
134 Selectman Pray stated that she is in support of the proposal, as a need has been demonstrated.
135

136 Selectman Stoughton stated that he agrees with allowing a clerk to be hired, to allow the
137 Department to continue to accomplish items while Debbie Bender is still here. Progress is
138 being made in the Department and there are some large items proposed to be discussed in the
139 upcoming year. He would like to give the Department the help it needs now and review the
140 Assistant Director position in the future.

141
142 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
143 *allow the Finance Director to hire a Finance Department Assistant, Grade 6.*
144 *Voting: 5-0-0; motion carried unanimously.*
145

146 **8. Approvals**

147 **8.1 Request for use of Town Green: Amherst Junior Women's Club's Annual** 148 **Easter Egg Hunt 2023**

149
150 *A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to*
151 *approve the request for use of the Town Green for the Amherst Junior Women Club's Annual*
152 *Easter Egg Hunt April 1, 2023, from 8:30am-noon.*

153 *Voting: 5-0-0; motion carried unanimously.*
154

155 **8.2. Hawker and Peddler permit application, Leo Short, Sammich LLC**

156
157 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
158 *approve the application for Leo Short for a Hawker and Peddler license, on the terms stated*
159 *in the application.*

160 *Voting: 5-0-0; motion carried unanimously.*
161

162 **8.3. Assessing** 163 **Land Use Change Tax**

164 **Item A.**

165 This is a Land Use Change Tax Release for Map 005, Lot 059-032. This lot no longer
166 qualifies for current use under RSA 79-a due to a sale and insufficient acreage. The Assessor
167 has determined the Land Use Change Tax in the amount of \$28,840.00 represents 10% of the
168 full and true market value of \$288,400.

169
170 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
171 *approve the Land Use Change Tax in the amount of \$28,840.00 for Map 005, Lot 059- 032.*
172 *Voting: 5-0-0; motion carried unanimously.*
173

174 **All Service Veterans' Tax Credit**

175 **Item B.**

176 The Assessor has reviewed the application for the All-Service Veterans' Tax Credit under
177 RSA 72:28-b and recommends approval.

178 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
179 *approve the All- Service Veterans' Tax Credit for Map 025, Lot 064-000 commencing in tax*
180 *year 2023.*

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

182

183 **Item C.**

184 The Assessor has reviewed the application for the All-Service Veterans' Tax Credit under
185 RSA 72:28-b and recommends approval.

186

187 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
188 *approve the All- Service Veterans' Tax Credit for Map 017, Lot 116-000 commencing in tax*
189 *year 2024.*

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

191

192 **Blind Exemption**

193 **Item D.**

194 The Assessor has reviewed the application for Blindness Exemption under RSA 72:37 and
195 recommends approval.

196

197 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
198 *approve the Blindness Exemption for Map 005, Lot 016-014 commencing in Tax Year 2023.*

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

200

201 **Service-Connected Disabled Veteran Tax Credit**

202 **Item E.**

203 The Assessor has reviewed the application for the Service-Connected Total Disabled Tax
204 Credit under RSA 72:35 and recommends approval.

205

206 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
207 *approve the Service-Connected Total Disabled Tax Credit for Map 010, Lot 057-000*
208 *commencing in tax year 2024.*

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

210

211 **Veteran Tax Credit**

212 **Item F.**

213 The attached application has been reviewed by the Assessor and the Assessor recommends
214 granting this credit.

215

216 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*
217 *approve the Veteran Tax Credit for Map 010, Lot 057-000 commencing in Tax Year 2024.*

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

219

220 **Item G.**

221 The attached application has been reviewed by the Assessor and the Assessor recommends
222 granting this credit.

223

224 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to
225 approve the Veteran Tax Credit for Map 010, Lot 057-000 commencing in Tax Year 2024.
226 Voting: 5-0-0; motion carried unanimously.

227

228 **Item H.**

229 **Assessment by Reason of Fire**

230 The Assessor has determined that this property meets all requirements to qualify for a
231 prorated assessment for tax year 2022, resulting from a fire on December 24, 2022, and
232 recommends approving the abatement.

233

234 A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to
235 approve the revised fire prorated assessment of \$396,933 and grant an abatement in the
236 amount of \$1,838 for Map 10 Lot 5-21 for the 2022 Tax Year.

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

238

239 **8.4. Payroll, AP and Meeting Minutes**

240

241 **Payroll**

242 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
243 approve one (1) FY23 Payroll Manifest in the amount of \$244,497.90 dated January 26, 2023,
244 subject to review and audit.

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

246

247 **Accounts Payable**

248 A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to
249 approve one (1) FY23 Accounts Payable Manifest in the amount of \$335,123.63 dated
250 January 31, 2023, subject to review and audit. (Vendors)

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

252

253 **Minutes**

254 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to
255 approve the Board of Selectmen meeting minutes of January 17, 2023, as submitted.

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

257

258 A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to
259 approve the Board of Selectmen meeting minutes of January 23, 2023, as submitted.

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

261

262 **9. Action Items**

263 The Board reviewed its action items.

264

265 **10. Old/New Business**

266 Chairman Lyon noted that the Town's Deliberative Session will be held Wednesday February
267 8, 2023, at 7pm at Souhegan High School. There will not be a Zoom option for this meeting,
268 but it will be recorded.

269

270 **11. Non-Public Session**

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

11.2. RSA 91-A:3, II (b) The hiring of any person as a public employee.

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to enter into Non-Public Session at 4:42pm., per RSA 91-A:3, II (c) and (b): Matters which, if discussed in public, would likely affect adversely the reputation of any person, and the hiring of any person as a public employee.

Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye; Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

Other persons present: Town Administrator Dean Shankle, DPW Director Eric Slosek, DPW Asst. Director Joe Jordan, Arnold Rosenblatt.

The Board discussed the hiring of a public employee. No decisions were made, no votes taken.

The Board discussed matters related to the representation of the town. No decisions were made, and no votes were taken.

A MOTION was made by Chairman Lyon and SECONDED by Selectman D’Angelo to leave nonpublic session and return to public session.

Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye; Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

Public session reconvened at 5:30 p.m.

11. Adjournment

A MOTION was made by Selectman Grella and SECONDED by Selectman D’Angelo to adjourn the meeting at 5:31 p.m.

Roll Call Voting: Selectman Grella – aye; Selectman D’Angelo – aye; Selectman Pray – aye; Selectman Stoughton – aye; and Chairman Lyon – aye; 5-0-0; motion carried unanimously.

NEXT MEETING: Monday, February 21, 2023

Selectman Danielle Pray

Date



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

Title: RSA 91-A:3, II (b) The hiring of any person as a public employee.

Department: Administration

Meeting Date: February 21, 2023

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None