

BOARD OF SELECTMEN
Minutes of May 6, 2013

MEMBERS PRESENT: Chairman Phil LoChiatto called the meeting to order at 7:05 PM. Selectmen Ross McLeod, Roger Hohenberger and Al Letizio were present; as was Town Administrator David Sullivan. Selectman Kathleen DiFruscia was excused. Mr. LoChiatto opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. Sullivan advised that the Fire Department's agenda item had been postponed until the May 20th meeting. He also noted that the applicant for the Balise Trust had withdrawn their request to be on the agenda. Mr. Sullivan explained that he had spoken to the applicant the previous Friday and advised that, in his and Town Counsel's opinion, this matter was not within the Board's purview as it relates to a private access easement. He explained that a recent State Supreme court case, Russell Forest Management v. Town of Henniker, has confirmed that a discontinued road does not automatically become a private roadway. Mr. Sullivan noted that the options available to the applicant include petitioning the Board to lay out a Town road over the private property, or to return to the Zoning Board of Adjustment for an Appeal of Administrative Decision under RSA 674:41 (II) to secure a building permit.

Mr. Sullivan then noted that the Annual Rabies Clinic and Pet Fair was scheduled for the following Saturday, May 11, in the Town Hall parking lot from 9 AM to noon.

Mr. McLeod reminded all that the 2nd Annual Jazz Brunch and Art Show Auction was scheduled for May 18 from 11A to 1P at the High School. More information can be found at WindhamEndowment.org.

LIAISON REPORTS: Mr. Letizio noted that the next scheduled meeting of the Economic Development Committee would take place on Friday morning at 7:30 AM.

ANNOUNCEMENTS CONTINUED: Mr. McLeod noted that the Strawberry Festival is fast approaching and that FLOW is seeking volunteers to assist. Interested residents should contact Ms. Jennifer Simmons.

MINUTES: Mr. Hohenberger moved and Mr. McLeod seconded to approve the minutes of 2/4 and 2/25 as written. Passed 3-0-1, with Mr. Letizio abstaining. Mr. Hohenberger moved and Mr. McLeod seconded to approve the minutes of 4/8 and 4/22 as written. Passed 4-0.

COMMITTEE INTERVIEWS: The Board interviewed several potential candidates for appointment to various committees, as follows, with all fielding various questions from the Board, save for Mr. Coole, Mrs. Post, and Mr. Valentine; as the Board members indicated they had none in light of their familiarity with each given their years of service:

- Mr. Mark Lucas – Conservation Commission
- Mr. Mark Kovacs – Local Energy Committee
- Mr. Bob Coole – Cable Advisory Board
- Mr. Jim Coburn – Economic Development Committee
- Mr. Jim Metzger – Trustee of the Trust Fund
- Ms. Susan Denopoulos - Economic Development Committee
- Mr. Michael Oldenburg - Economic Development Committee
- Mrs. Ruth-Ellen Post - Economic Development Committee
- Mr. Ralph Valentine - Economic Development Committee

Mr. Sullivan also noted that Mrs. Barbara Coish was seeking reappointment to the Cable Board and Mr. Allan Barlow was seeking appointment as a citizen member of the Highway Safety Committee; further that Mr. Michael Lucci, who had applied to be on the EDC, had withdrawn his letter of interest. Mr. LoChiatto added that he believed Mr. Bruce Breton, who had also applied to the EDC, had similarly withdrawn. Mr. Sullivan also noted there was an additional applicant for Trustee of the Trust Funds, who will be interviewed at the next meeting.

After a brief discussion, Mr. McLeod moved and Mr. Letizio seconded to appoint Mr. Lucas, Mr. Kovacs, Mr. Coole, Mrs. Coish, and Mr. Barlow to those respective committees as requested. Passed 4-0.

NON-PUBLIC SESSION: Mr. Hohenberger then moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II c. Roll call vote all “yes”. The topic of discussion was reputations and the Board, Mr. Sullivan, and Ms. Devlin were in attendance.

The Board reviewed the various applicants to the Economic Development Committee. Mr. Breton was contacted via telephone to ascertain whether he had withdrawn his letter of interest; and he confirmed he had not. The Board then discussed whether there was a need to interview Mr. Breton, and it was determined there was not; similar to the lack of questions posed to Mrs. Post et al. Lengthy discussion then ensued regarding the high caliber of applicants versus the availability of positions; as well as possibly amending the Committee structure in the future to allow for alternate positions.

Mr. McLeod moved and Mr. Letizio seconded to appoint Mr. Valentine to the EDC for a term of three years. Passed 4-0.

Mr. Hohenberger moved and Mr. Letizio seconded to appoint Mr. Breton and Mr. Coburn to the EDC for terms of three years. Passed 3-1, with Mr. McLeod opposed.

Mr. McLeod moved and Mr. Hohenberger seconded to appoint Ms. Denopoulos to the EDC for a term of two years. Passed 4-0.

All terms to begin in July.

Mr. LoChiatto then called the public session back to order by announcing the aforementioned actions; adding that the decision was a difficult one. He reiterated same to Mr. Oldenburg and Mrs. Post, adding that he hoped they would continue to volunteer their services.

RECREATION: Recreation Coordinator Cheryl Haas approached, introducing Taylor Mendes and Molly Ryan; who would like to spruce up the Town Common gazebo as part of their Silver Award project. Miss Mendes and Miss Ryan explained that they have been in the Girl Scouts for 8 years, and that the Silver Award is the highest that a Cadet Girl Scout can achieve. They indicated that as part of their “Caring and Sharing Project” they would like to sand/stain the gazebo, replacing boards as necessary, and replenish the flower beds; adding that they would also develop a plan of their efforts for future girls to follow. Discussion ensued regarding their intended fundraising efforts, that the two will undertake this project alone, and their intended timeline for start/completion. Mr. McLeod then moved and Mr. Hohenberger seconded to approve the proposed project as described, to be completed under the auspices of the Recreation Coordinator. Passed 4-0.

Ms. Haas then introduced Brian Green, a Life Scout from Pack 266, who was proposing to rehabilitate the changing rooms at the Town Beach as his Eagle Scout project. Mr. Green explained that he would like to tear down the existing structures and replace them with new, ADA compliant ones. Discussion ensued as to the need to coordinate the project so as not to interfere with beach operations, that Mr. Green has one year to submit his Eagle Scout project, and what fundraising efforts he plans to undertake. As to the latter, Mr. Letizio noted that in the past he has made his company site available to Scouts to host fundraising car washes; and would be happy to do so again. Mr. Letizio then moved and Mr. Hohenberger seconded to approve the project as described to be completed under the direction of Ms. Haas. Passed 4-0.

FINANCIAL UPDATE: Mrs. Call presented her first quarter financial update to the Board, as attached. Discussion included:

- Disbursements for Workers’ Compensation coverage; which Mrs. Call explained is mainly an up front payment thus the reason it is at 56% expended. She also indicated that, due to the premium holiday the Town is receiving from Primex, this represents the entire amount that will be paid this year.
- Timing of School District funding requests, as well as paying down of the High School bond.
- Financial aspects/impacts of Earned Time accrual liabilities, how these are paid out upon retirement, and predictions regarding same.
- Small amount of surplus basketball funds, which can only be spent by the Selectmen toward same.
- The impending deadline for use or loss of the Police exactments collected to date.

Mrs. Call then requested the Board consider authorizing issuance of a Tax Anticipation Note (TAN); explaining that it would be set up as a line of credit similar to last year. She noted she had obtained quotations regarding same, as attached, and reminded the Board that due to the School District's willingness to work with the Town to time disbursements last year's TAN had not been utilized. Mrs. Call noted that it would be her recommendation to utilize Northway Bank, which is the same institution as last year and has offered the lowest rate.

After a brief discussion, Mr. McLeod moved and Mr. Hohenberger seconded to approve the issuance of a TAN with Northway Bank in the amount of \$2M at the rate of 1.23%; same to be due on 12/31/2013. Passed 4-0.

BID AWARD – SWEEPING: Highway Agent Jack McCartney advised that three (3) bids had been received for Road Sweeping, as attached. After a brief discussion, Mr. Hohenberger moved and Mr. McLeod seconded to award Bay State Sweeping & Construction a three year contract; contingent upon approval of the second and third year. Passed 4-0.

Mr. Sullivan advised the Board that they will be receiving a memo from Mr. McCartney for discussion at the next meeting relative to proposed road projects. Brief discussion ensued regarding whether or not the Board would be taking their annual trip around Town to view the roads in need of repair. It was agreed that they will attempt to do this following the May 14 workshop with the Department Heads.

PUBLIC HEARING – LAPTOPS: Mr. Sullivan read the public hearing notice into the record, as attached; as well as a portion of an email from the donors, Barry Ashar owner of Makromed, Inc. and his wife, Sarita in which they expressed their thanks for the Board's diligence in controlling spending. Mr. Sullivan noted that he was pleased the Ashars had stepped up to donate these laptops for the Board's use; briefly recounting the discussions regarding same during budget season. He also noted that this is not the first time the Ashars have so generously given to the Town; explaining that in the past they have donated iPads to the Library.

Mr. Hohenberger moved and Mr. McLeod seconded to accept the donation of seven (7) laptops with many thanks and tremendous gratitude. Passed 4-0.

PUBLIC HEARING – COMMUNITY DEVELOPMENT DEPT. FEES: Mr. Letizio moved and Mr. Hohenberger seconded to waive the reading of the hearing notice, attached hereto. Community Development Director Laura Scott briefly explained that these represent reduced and/or eliminated fees; as well as the reformatting of some for clarification purposes.

Mr. Letizio moved and Mr. Hohenberger seconded to approve the revised Community Development Department fees as posted. Passed 4-0.

Ms. Scott then advised that the new "Adopt-A-Spot" program will be formally announced at the May 20th meeting. Also, a joint meeting between the Board, Planning Board, School District, Recreation, and Fire and Police to discuss impact fees has been scheduled for July 31, 2013.

PUBLIC HEARING – TRENCHING FEES: Mr. Sullivan read the public hearing notice into the record, as attached; explaining that this does not represent a new fee, but rather a shifting of same from the Community Development Department to Administration as the latter handles the paperwork. Brief discussion ensued regarding application procedures, which Mr. Sullivan clarified were not changing, and that this was part of the Right-of-Way ordinance. Mr. McLeod then moved and Mr. Letizio seconded to adopt the Administrative trenching fee as posted. Passed 4-0.

PUBLIC HEARING - COBBETTS POND ROAD RENUMBERING: Mr. Sullivan read the public hearing notice into the record; explaining that this was scheduled in response to a petition submitted to the Assessor subsequent to a notice of planned renumbering due to the addition of lots in the area.

Mr. McLeod queried why, if the parcel owner was creating lots that needed addresses, the burden of changing was being placed on the rest of the street. He added that, while he understood the concerns relating to 9-1-1, the designation of "A, B, C" etc. for the new lots would ultimately be easier. Mr. Hohenberger and Mr. LoChiatto concurred with Mr. McLeod's assessment.

Mr. Sullivan explained that the norm for 9-1-1 purposes is to renumber as was proposed, however, the State has no opposition and has adapted to lettering. Chief Lewis approached indicating he agreed with the Board, and that the latter has authority to name streets and to number addressable structures. Discussion ensued regarding standards and recommendations relative to same; in that they discourage lettering, fractional numbering, and similar sounding names in the interest of better emergency response.

Mr. Letizio questioned whether, if the parcels in question were lettered, safety would be reduced to the new lots; i.e. is 23A less safe than 24. Chief Lewis replied in the negative, and a discussion ensued regarding the commonness of GPS locators and the potential for slight delays in either scenario during a panicked, emergency situation.

Mrs. Pearl Nickles, 33 Cobbetts Pond Road, approached noting that, at most, there would be only three letter designations for lot 25, and a brief discussion ensued regarding the unmerging of the lot in question. Mr. Chuck Nickles, same address, then approached to present the Board with a partial list of items/inconveniences the current residents will have to deal with if forced to change their addresses; and expressed concerns regarding costs for same, as well.

Mr. Charles Roberts, owner of 25 Cobbetts Pond Road, approached clarifying that he had not subdivided the parcel in question; rather, under RSA 674:37, he had requested they be restored after involuntary merger by the Town. Mr. Roberts explained that his family had owned the land for 95 years, and they had all originally been separate lots which the Town merged into one (21Z-268) for tax purposes. Mr. Roberts indicated that, two years ago, two of the lots had been unmerged, and a case was pending on the final 3 lots.

Mr. Roberts then indicated that there are other "lettered" addresses in Town, citing examples such as 2 and 2A Brentwood Road; and added that he believed the same system for his parcels would work. Discussion ensued regarding Mr. Roberts working with the Tax Assessor to ensure the letters are logically assigned to the parcels.

Mr. McLeod then moved and Mr. Hohenberger seconded to keep the existing properties on Cobbetts Pond Road the same, and to renumber only the Roberts parcel et seq. Discussion ensued regarding separating the motion into two distinct parts.

Mr. McLeod withdrew his motion, and Mr. Hohenberger his second. Mr. McLeod then moved and Mr. Letizio seconded to not re-address the existing homes on Cobbetts Pond Road. Passed 4-0.

Mr. McLeod then moved and Mr. Letizio seconded to renumber the Roberts parcels 25A, B, et seq, as needed. Passed 4-0.

WESTON SUBDIVISION: Mr. Sullivan explained that there is currently a proposal before the planning Board to include a 10' easement from the edge of Weston Road through to the Bayberry conservation property. He noted that, as originally drafted, the easement involved substantial liability to the Town; however, the language had since been revised. Mr. Sullivan indicated that, as revised, there are no further concerns regarding liability/indemnity, and that he would recommend the Selectmen move to support the easement contingent upon it being adopted as currently written. Discussion ensued regarding similar easements in the past which had been taken to Town meeting for removal, and the support of the Conservation Commission for this easement in particular.

Mr. Hohenberger moved and Mr. McLeod seconded to support the granting of the easement by the Planning Board as it is currently worded. Passed 3-1, with Mr. LoChiatto opposed.

OLD/NEW BUSINESS: Mr. Sullivan advised that he had been contacted by Mr. Peter Stamnas of the NH DOT relative to the traffic signal at the Route 111 and 111A intersection. He noted that Mr. Stamnas had recommended either a workshop be scheduled between the NH DOT and the Board to discuss the signal at the Route 111/111A intersection, prior to any public commentary; or that the Board schedule a hearing to garner resident/business input which can then be presented to the DOT.

A lengthy discussion ensued amongst the members as to which was more prudent; meeting with the DOT and gathering public input simultaneously, or garnering the latter and then assimilating same into a direction for the DOT to proceed. Also discussed was the warrant analysis and the goal of any such workshop, and it

was the ultimate consensus of the Board that this matter be scheduled with the DOT for May 20 and that, at that time, input will also be welcomed from the public.

Mr. Sullivan advised the Board that updated maps will be provided to them in the near future for review; as the Board needs to resume the process of reviewing the Town parcels for potential sale.

Mr. LoChiatto noted previous discussions with the DOT relative to reduction of the pavement along the "old" Route 111; advising he had observed that the State had recently only paved the center portion and not the shoulders. He inquired whether this was because they intended to remove the unpaved areas, and Mr. Sullivan indicated he was not sure, as it had been intended that the State would return to the Town to discuss this area further. Mr. McLeod expressed concerns that the area may be left too narrow, particularly for bike traffic, and a discussion ensued regarding the sidewalks intended for that area.

Mr. LoChiatto inquired whether the remaining Board members would consider returning to utilizing time blocks for agenda items, particularly in the case of long agenda. Discussion ensued concerning methods in developing the agenda and possible use of a consent agenda, however, no decisions were made.

Mr. Sullivan extended thanks to former Selectman Galen Stearns for, once again, handcrafting nameplates for the Board members; noting that Mr. Letizio now has a proper sign and Mrs. DiFruscia's has been corrected.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. McLeod seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a, c and e. Roll call vote all "yes". The topics of discussion were personnel, reputations, and legal.

The Board, Mr. Sullivan, Chief Lewis and Ms. Devlin were in attendance in the first session.

The Chief and Mr. Sullivan reviewed with the Board a proposed Police Union sidebar relative to promotional eligibility. Mr. McLeod moved and Mr. Hohenberger seconded to support the sidebar as recommended. Passed 4-0.

The Board discussed the vacant Sergeant position. Mr. McLeod moved and Mr. Letizio seconded to support the promotion of the recommended candidate to the position of Sergeant. Passed 4-0.

The Board was updated on a personnel matter relative to disability. No decisions were made.

The Board was updated on a union arbitration matter relative to compensation. No decisions were made.

The Board, Mr. Sullivan and Ms. Devlin were in attendance in the remaining session, in which Mr. Sullivan updated the Board on a reputations matter relative to tax deedings.

Mr. Letizio moved and Mr. Hohenberger seconded to authorize the Tax Collector to move forward to deed three properties, as discussed. Passed 4-0.

Mr. Letizio moved and Mr. Hohenberger seconded to adjourn. Passed 4-0.

Meeting adjourned at 10:00 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

NOTE: These minutes are prepared in draft form and have not been submitted to the Board for approval.



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE SELECTMEN AND TOWN ADMINISTRATOR

POST OFFICE BOX 120, 4 NORTH LOWELL ROAD, WINDHAM NH 03087-0120

PUBLIC HEARING NOTICE

In accordance with RSA 31:95-e, the Board of Selectmen will hold a Public Hearing on May 6, 2013 at 7:00 PM at the Community Development Department for the purpose of considering the acceptance of seven (7) laptops and carry bags for the Board of Selectmen and Administration offered by Barry and Sarita Ashtar/Makromed, Inc. The estimated value of the equipment is \$7,000.

Dated April 23, 2013



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR

POST OFFICE BOX 120, 4 NORTH LOWELL ROAD, WINDHAM NH 03087-0120

PUBLIC HEARING NOTICE COMMUNITY DEVELOPMENT DEPARTMENT FEES

In accordance with RSA 41:9A, the Board of Selectmen will hold a Public Hearing on May 6, 2013 at 7:00 PM at the Community Development Department for the purpose of amending/adopting the fees charged by the Community Development Department as follows:

New Planning Board Fees

Site Plan Application

Conceptual Consultation Application No Fee

Subdivision Application

Conceptual Application No Fee

Deleted Planning Board Fees

Cobbetts Pond & Canobie Lake Watershed Protection Applications

Engineering Escrow: Change of use/Minor SPR \$500.00

Engineering Escrow: Subdivision & Major SPR \$1,000.00

Deleted Department Fees

Rockingham County Registry of Deeds

Postage (mylar recording) \$15.00

Signs

Temporary Sign Renewal \$15.00

Trenching Permits

Trenching Fee \$0.25 per foot (\$100.00 minimum)

Reconstruction Fee \$1.50 per foot (\$100.00 minimum)

Revised Building Permit Fees

New

Heated Areas \$0.35/sq ft

Unheated Areas \$0.12/sqft

Deleted

Assembly* \$0.35/sq ft

Business* \$0.35/sq ft

Educational* \$0.35/sq ft

Factory & Industrial* \$0.35/sq ft

Institutional* \$0.35/sq ft

High Hazard* \$0.35/sq ft

Mercantile* \$0.35/sq ft

Residential* \$0.35/sq ft

Additions, Alterations* \$0.35 sq ft

Residential, Unheated* \$0.12 sq ft

Revised Department Fees

Newspaper Public Hearing Notification Existing \$25.00 Proposed \$30.00

Rockingham County Registry of Deeds

Accessory Apartment Restrictive Covenants Existing \$16.45 Proposed \$16.46

New Department Fees

Copies "8½ X 14" \$0.25/side

Dated: April 16, 2013



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR

POST OFFICE BOX 120, 4 NORTH LOWELL ROAD, WINDHAM NH 03087-0120

PUBLIC HEARING NOTICE TOWN ADMINISTRATION FEES

In accordance with RSA 41:9A, the Board of Selectmen will hold a Public Hearing on May 6, 2013 at 7:00 PM at the Community Development Department for the purpose of adopting the following fee to be charged by the Administrative Office as follows:

TRENCHING PERMITS:

Trenching Fee	\$0.25 per foot (\$100.00 minimum)
Reconstruction Fee	\$1.50 per foot (\$100.00 minimum)

Dated: April 16, 2013

Finance Update – 1st Quarter 2013

2013 Budget to Actual through 3/31/13 - Discussion Points:

Budget Expenditures (refer to “Budget to Actual 2013”) (Pages 3-12)

Most line items should be approximately 25% expended, although certain items are paid “up-front” causing line items to exceed 25%. The following are reflected in the Q1 expenditure detail:

- One-time items – i.e. Town Report/NHMA dues (Admin); copier maintenance contracts (Comm Dev); annual lease payment (Police & Fire vehicle equip)
- Prior year carryovers – AEDs (Admin & Fire); Tasers (Police); Heating system repairs (Gen Govt)
- Dispatch – (Contracted Services) Derry Fire contract paid Jan/July each year;
- Insurance - Workers & Unemployment Comp insurance reflect contractual payment up-front; however, similar to 2012, the Town has been notified we will have a 2013 budgetary savings of \$32,276 from the Primex workers compensation premium holiday, with additional savings for 2014 of \$64,620.

Items affecting several budgets:

- Vehicle Fuel for several departments is slightly higher than budget due to fluctuations in price/gallon; for Highway, the line item is overexpended due to the extensive winter plowing causing actual gallons used to be higher than budgeted:

Type	2013 Budgeted Price/Gal	Q1 2013 Avg Price/Gal	
Unleaded	\$3.41	\$3.37	Net of Fed tax
Diesel	\$3.61	\$3.85	Net of State tax

- Heat – Propane price is fixed at \$1.79; Oil (used in 2 buildings-Searles & Senior Center) is fixed at \$3.199; the Fire Dept heat line item will be overexpended due to increased usage this year and timing of deliveries/payments, while other departments will likely be only slightly higher than budget for the year.
- Health Insurance – all budgets will show an excess of % spent due to the portion of the annual premiums that are paid from the Health Expendable trust (employee cost-share is deposited in the trust and then used towards claims/premiums).

Other Items of Note:

- Gen Gov’t – Overtime line will be overexpended due to additional funds budgeted in the regular salary account to cover this cost, based on dept staff transition
- Legal (Town Counsel portion) is underbudget due to benefit of flat rate contract
- Police Overtime – The unforeseen extended absence of several patrol officers due to injury/disability has caused this line item to be 47% expended through the first quarter, with some offsetting savings to be reflected in the regular salary account.
- Highway – Winter Maintenance (plowing/sanding) is over 50% expended, however, Jan-Mar costs are in line with the average of the previous 10 years. The

Finance Update – 1st Quarter 2013

Town did submit for FEMA Reimbursement for the 2013 Blizzard for both public safety & highway department costs, and we are awaiting review/approval.

- Solid Waste – Property Maintenance line item is overexpended due to unforeseen repair projects required in Q1

Revenues (refer to “Revenue Comparative Analysis as of March 31” (Page 13))

Most items are in line with expectations; we need a few more months' of activity to determine if budgeted amounts remain reasonable.

- Sale of Town Property estimate reflects the sale of the Fourth St property.
- Income from other sources reflects funding to be received from the State/Fed grant for the 3rd Highway Truck to be purchased later in 2013. Reimbursement of \$125,285 for the 2nd truck (2012 grant) has been received in 2013.

Special Funds (Page 14)

Year-to-date summary is attached.

- School Impact Fee funds – A total of \$50,000 was requested by the School District from the 2 school impact fee accounts and was transferred in March.
- Remaining special revenue/revolving/expendable trust funds reflect normal activity during the 1st quarter.

Trust Funds held by Trustees:

Earned Time – Consistent with the previous year, we continue to analyze the operating budget and use of the Earned Time Trust account. Total payouts to date are \$29,265 (Gen Gov't), with another \$30,000 expected in June. This represents accumulated earned time due employees and related retirement costs. These payments are initially charged to the department's salary & benefits line, and then eligible for reimbursement by the trust.

Property Trust – We have not yet transferred the \$50,000 allocation this trust account, however, we have several projects that need to be prioritized and put out to bid for 2013. With that pending transfer, the account balance available for 2013 spending is \$79,238.

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
<i>**Actual expenditure has been adjusted to include March invoices (processed in April) to better reflect Q1 actual expended.</i>				
<u>TOWN OFFICERS' SALARIES</u>				
Selectmen	\$ 0	\$ 0	0	0.0%
Treasurer	2,500	0	2,500	0.0%
Deputy Treasurer	150	0	150	0.0%
Trustee, Trust Funds	350	0	350	0.0%
Social Security	560	0	560	0.0%
Medicare	130	0	130	0.0%
TOTALS	3,690	0	3,690	0.0%
<u>ADMINISTRATION</u>				
Regular Salaries	\$ 286,380	\$ 66,295	220,085	23.1%
Overtime Salaries	4,790	258	4,532	5.4%
State Retirement Municipal	23,540	4,853	18,687	20.6%
Supplemental Retirement	13,710	2,819	10,891	20.6%
Social Security	3,110	707	2,403	22.7%
Group Insurance-Health	52,470	16,866	35,604	32.1%
Group Insurance-Life & Disability	3,830	799	3,031	20.9%
Group Insurance-Dental	4,900	1,225	3,675	25.0%
Medicare	4,220	939	3,281	22.2%
Audit	17,500 (1)	0	17,500	0.0%
Town Report	5,500	3,506	1,994	63.7%
Contracted Services	4,800	0	4,800	0.0%
Office Supplies	3,390	193	3,197	5.7%
Computer Supplies	2,100	1,341	759	63.9%
Mileage	300	0	300	0.0%
Postage	18,000	3,517	14,483	19.5%
Postage Machine	2,680	397	2,283	14.8%
Legal Ads	3,500	475	3,025	13.6%
Equipment	750	0	750	0.0%
Equipment Maintenance	1,200	0	1,200	0.0%
Dues and Meetings	15,300	13,050	2,250	85.3%
Recruitment Expenses	0	0	0	0.0%
Miscellaneous	9,000 (1)	3,661	5,339	40.7%
Stormwater Compliance	21,100	0	21,100	0.0%
Committee Expenses	8,592 (1)	8,112	480	94.4%
Employee Health	590	88	502	14.9%
Telephone	8,020	2,044	5,976	25.5%
Electricity	3,080	655	2,425	21.3%
Heat	2,420	1,133	1,287	46.8%
TOTALS	524,772	132,933	391,839	25.3%
(1) includes 2012 carryover of \$5,000-3,500-8,112	508,160			
<u>TOWN CLERK'S EXPENSES</u>				
Regular Salaries	\$ 84,930	\$ 19,169	65,761	22.6%
State Retirement Municipal	8,320	1,687	6,633	20.3%
Supplemental Retirement	3,240	503	2,737	15.5%
Social Security	5,000	876	4,124	17.5%
Group Insurance-Health	24,980	8,328	16,652	33.3%
Group Insurance-Life & Disability	1,415	290	1,125	20.5%
Group Insurance-Dental	1,420	354	1,066	24.9%
Medicare	2,360	455	1,905	19.3%
Elected Official Fees	77,110	13,528	63,583	17.5%
Contracted Services	16,975	440	16,535	2.6%
Office Supplies	3,200	646	2,554	20.2%
Computer Supplies	920	0	920	0.0%
Office Equipment	400	0	400	0.0%
Dog License Fees	7,770	596	7,174	7.7%
Dues and Meetings	1,010	0	1,010	0.0%
Recruitment Expenses	0	0	0	0.0%
Preservation of Records	200	0	200	0.0%
TOTALS	239,250	46,870	192,380	19.6%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
<u>TAX COLLECTOR'S EXPENSES</u>				
Regular Salaries	\$ 94,410	\$ 20,597	73,813	21.8%
Overtime Salaries	3,150	0	3,150	0.0%
State Retirement Municipal	6,080	1,262	4,818	20.8%
Supplemental Retirement	4,720	1,030	3,690	21.8%
Social Security	2,220	388	1,832	17.5%
Group Insurance-Health	6,760	2,253	4,507	33.3%
Group Insurance-Life & Disability	1,040	217	823	20.9%
Group Insurance-Dental	480	121	359	25.2%
Medicare	1,430	291	1,139	20.4%
Title Searches	2,500	620	1,880	24.8%
Office Supplies	700	6	694	0.9%
Computer Supplies	7,320	0	7,320	0.0%
Registry of Deeds	1,000	8	992	0.8%
Dues and Meetings	1,500	50	1,450	3.3%
Recruitment Expenses	0	0	0	0.0%
TOTALS	133,310	26,843	106,467	20.1%
<u>ELECTION AND REGISTRATION</u>				
Regular Salaries	0	0	0	0.0%
Elected Official Fees	1,920	413	1,507	21.5%
Ballot Clerk Fees	1,920	0	1,920	0.0%
Social Security	230	26	204	11.1%
Medicare	50	6	44	12.0%
Voter Checklists	500	42	458	8.5%
Ballots	10,000	0	10,000	0.0%
Equipment	0	0	0	0.0%
Equipment Maintenance	1,000	0	1,000	0.0%
Miscellaneous Expenses	0	0	0	0.0%
TOTALS	15,620	487	15,133	3.1%
<u>CEMETERIES</u>				
Groundskeeping	\$ 31,200 (1)	\$ 2,400	28,800	7.7%
Office Supplies	300	0	300	0.0%
Property Maintenance	11,000	0	11,000	0.0%
Patriotic Purposes	1,400	0	1,400	0.0%
Miscellaneous Expenses	100	0	100	0.0%
Electricity	400	84	316	21.1%
TOTAL	44,400	2,484	41,916	5.6%
(1) includes 2012 carryover of \$3,200	41,200			
<u>GENERAL GOVERNMENT BLDINGS</u>				
Regular Salaries	\$ 177,450	\$ 60,368	117,082	34.0%
Overtime Salaries	1,730	1,485	245	85.9%
State Retirement Municipal	15,650	5,443	10,207	34.8%
Supplemental Retirement	7,990	3,093	4,897	38.7%
Social Security	0	0	0	0.0%
Group Insurance-Health	57,390	19,131	38,259	33.3%
Group Insurance-Life & Disability	2,600	537	2,063	20.7%
Group Insurance-Dental	4,240	1,059	3,181	25.0%
Medicare	2,320	825	1,495	35.6%
Groundskeeping	99,500 (1)	0	99,500	0.0%
Property Maintenance	41,570 (1)	8,611	32,959	20.7%
Clothing Allowance	1,600	0	1,600	0.0%
Mileage	400	0	400	0.0%
Equipment	1,250	0	1,250	0.0%
Vehicle Fuel	3,740	523	3,217	14.0%
Vehicle Maintenance	5,000	697	4,303	13.9%
Equipment Maintenance	8,095 (1)	6,152	1,943	76.0%
Recruitment Expenses	0	0	0	0.0%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
Telephone	340	0	340	0.0%
Electricity	11,100	2,497	8,603	22.5%
Heat	6,650	2,450	4,200	36.8%
TOTALS	448,615	112,871	335,744	25.2%
(1) includes 2012 carryover of \$1,250-3,095-6,450	437,820			
<u>APPRAISAL OF PROPERTIES</u>				
Regular Salaries	\$ 125,070	\$ 27,812	97,258	22.2%
State Retirement Municipal	12,240	2,448	9,792	20.0%
Supplemental Retirement	6,250	1,391	4,859	22.2%
Group Insurance-Health	44,970	14,991	29,979	33.3%
Group Insurance-Life & Disability	2,110	437	1,673	20.7%
Group Insurance-Dental	3,270	817	2,453	25.0%
Medicare	1,820	364	1,456	20.0%
Contracted Services	0	0	0	0.0%
Office Supplies	800	66	734	8.3%
Computer Supplies	1,500	138	1,362	9.2%
Training	1,200	53	1,147	4.4%
Mileage	300	89	211	29.6%
Registry of Deeds	1,000	79	922	7.9%
Equipment	250	0	250	0.0%
Dues & Meetings	1,070	580	490	54.2%
Recruitment Expenses	0	0	0	0.0%
Telephone	400	84	316	21.0%
TOTALS	202,250	49,347	152,903	24.4%
<u>INFORMATION TECHNOLOGY</u>				
Regular Salaries	\$ 83,290	\$ 18,829	64,461	22.6%
State Retirement Municipal	8,150	1,657	6,493	20.3%
Supplemental Retirement	4,160	941	3,219	22.6%
Group Insurance-Health	22,710	7,571	15,139	33.3%
Group Insurance-Life & Disability	1,400	291	1,109	20.8%
Group Insurance-Dental	1,630	408	1,222	25.1%
Medicare	1,210	231	979	19.1%
Service Agreements	65,302 (1)	17,319	47,983	26.5%
Equipment/Software	12,000	906	11,094	7.6%
Equipment Maintenance	2,200	300	1,900	13.6%
Recruitment Expenses	0	0	0	0.0%
GIS	6,800	1,800	5,000	26.5%
Miscellaneous	0	0	0	0.0%
Telephone	340	82	258	24.2%
TOTALS	209,192	50,336	158,856	24.1%
(1) includes 2012 carryover of \$6,022	203,170			
<u>TOWN MUSEUM</u>				
Equipment	5	0	5	0.0%
TOTALS	5	0	5	0.0%
<u>SEARLES BUILDING</u>				
Social Security	\$ 0	\$ 0	0	0.0%
Medicare	0	0	0	0.0%
Property Maintenance	1,500	333	1,167	22.2%
Telephone	1,380 (1)	93	1,287	6.7%
Electricity	2,370	467	1,903	19.7%
Heat	9,000	4,645	4,355	51.6%
TOTALS	14,250	5,539	8,711	38.9%
(1) includes 2012 carryover of \$1,000	13,250			

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
LEGAL EXPENSES				
Other Lawfirms	\$ 42,400	\$ 8,860 **	33,540	20.9%
Union Legal Fees	5,000	2,651	2,349	53.0%
Miscellaneous	0	0	0	0.0%
Contracted Legal - ZBA	5,000	98	4,902	2.0%
TOTALS	52,400	11,609	40,791	22.2%
CONTRACTED POLICE SERVICES				
Regular Contracted	\$ 5	\$ 0	5	0.0%
POLICE DEPARTMENT				
Regular Salaries	\$ 1,243,820	\$ 244,506	999,314	19.7%
Overtime	103,570	48,892	54,678	47.2%
Holiday Pay	60,170	13,772	46,398	22.9%
State Retirement Municipal	11,130	2,294	8,836	20.6%
State Retirement Police	296,720	56,918	239,802	19.2%
Supplemental Retirement	6,510	1,463	5,047	22.5%
Social Security	1,000	204	796	20.4%
Group Insurance-Health	351,810	121,721	230,089	34.6%
Group Insurance-Life & Disability	20,300	4,134	16,166	20.4%
Group Insurance-Dental	23,200	6,152	17,049	26.5%
Medicare	20,805	4,313	16,492	20.7%
Office Supplies	2,500	1,082	1,419	43.3%
Computer Supplies	3,500	1,676	1,824	47.9%
Property Maintenance	5,220	2,216	3,004	42.5%
Investigations	3,700	175	3,525	4.7%
Training	33,720	9,515	24,205	28.2%
Firearm Training/Ammunition	30,830	3,480	27,350	11.3%
Clothing Allowance	15,750	350	15,400	2.2%
Vehicle Equipment	40,760	32,387	8,373	79.5%
Equipment	35,500 (1)	31,586	3,914	89.0%
Vehicle Fuel	48,990	14,316 **	34,674	29.2%
Vehicle Maintenance	16,550	2,746	13,804	16.6%
Equipment Maintenance	15,070	5,255	9,815	34.9%
Radio Commun/Maint.	21,780	5,023	16,757	23.1%
Safety Division	2,000	0	2,000	0.0%
Recruitment Expenses	0	120	(120)	0.0%
Miscellaneous	500	45	455	8.9%
Employee Health	550	70	480	12.7%
Telephone	10,040	2,403	7,637	23.9%
Electricity	19,430	3,889	15,541	20.0%
Heat	8,880	4,402	4,478	49.6%
TOTALS	2,454,305	625,103	1,829,202	25.5%
(1) includes 2012 carryover of \$30,980	2,423,325			
DISPATCHING				
Regular Salaries	\$ 161,460	\$ 37,419	124,041	23.2%
Overtime	18,330	4,107	14,223	22.4%
Holiday	13,500	3,033	10,467	22.5%
Extra Shift	19,980	4,420	15,560	22.1%
State Retirement Municipal	18,860	3,964	14,896	21.0%
Supplemental Retirement	9,700	1,240	8,460	12.8%
Social Security	1,210	292	918	24.2%
Group Insurance-Health	55,970	18,731	37,239	33.5%
Group Insurance-Life & Disability	2,990	594	2,396	19.9%
Group Insurance-Dental	3,530	884	2,646	25.0%
Medicare	3,060	663	2,397	21.7%
Contracted Services	74,800	35,620	39,181	47.6%
Training	5,060	1,216	3,844	24.0%
Clothing Allowance	2,100	0	2,100	0.0%
Equipment	7,400	0	7,400	0.0%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
Recruitment Expenses	0	0	0	0.0%
Telephone	900	222	678	24.7%
TOTALS	398,850	112,405	286,445	28.2%
<u>FIRE DEPARTMENT</u>				
Regular Salaries	\$ 1,416,840	\$ 304,872	1,111,968	21.5%
Overtime	245,730	56,077	189,653	22.8%
Holidays	58,210	14,514	43,696	24.9%
Callmen	17,500	1,602	15,898	9.2%
State Retirement Municipal	4,050	822	3,228	20.3%
State Retirement Fire	428,260	86,217	342,043	20.1%
Supplemental Retirement	2,070	537	1,533	26.0%
Social Security	2,325	123	2,202	5.3%
Group Insurance-Health	370,380	119,617	250,763	32.3%
Group Insurance-Life & Disability	22,350	4,729	17,621	21.2%
Group Insurance-Dental	29,200	7,709	21,491	26.4%
Medicare	22,150	4,605	17,545	20.8%
Accident Insurance for Call Firefighters	1,125	985	140	87.6%
Contracted Services	0	0	0	0.0%
Property Maintenance	3,500	469	3,031	13.4%
Training	38,270	6,180	32,090	16.1%
Clothing Allowance	16,600	0	16,600	0.0%
Prevention/Investigation	5,000	50	4,950	1.0%
Ambulance Operation	19,710	3,949	15,761	20.0%
Vehicle Equipment	11,120	11,120	0	100.0%
Office Equipment	2,500	541	1,959	21.6%
Fire Equipment	7,280	2,158	5,122	29.6%
Equip. - Radios/Pagers	3,700	0	3,700	0.0%
Ambulance Equipment	38,140 (1)	10,950	27,190	28.7%
Vehicle Fuel	36,060	6,753	29,307	18.7%
Vehicle Maintenance	34,420	4,606	29,815	13.4%
Equip Maintenance	5,700	911	4,789	16.0%
Hydrant / Water Supply	2,000	0	2,000	0.0%
Communication Maintenance	7,480	2,014	5,466	26.9%
Dues and Meetings	1,420	101	1,319	7.1%
Recruitment Expenses	0	0	0	0.0%
Miscellaneous	0	0	0	0.0%
Employee Health	3,400	0	3,400	0.0%
Hazardous Materials District	7,180	0	7,180	0.0%
Telephone	6,020	1,403	4,617	23.3%
Electricity	24,170	4,923	19,247	20.4%
Heat	13,520	9,848	3,672	72.8%
TOTALS	2,907,380	668,388	2,238,992	23.0%
(1) includes 2012 carryover of \$10,950	2,896,430			
<u>EMERGENCY MANAGEMENT</u>				
Social Security	\$ 60	\$ 14	46	23.4%
Medicare	10	3	7	32.8%
Emergency Operations Center Exp	2,590	400	2,190	15.5%
Field Expenses	750	0	750	0.0%
Shelter Expenses	500	0	500	0.0%
Administrative Expenses	2,490	226	2,264	9.1%
TOTALS	6,400	644	5,756	10.1%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
<u>COMMUNITY DEVELOPMENT</u>				
Regular Salaries	\$ 315,950	\$ 69,565	246,385	22.0%
Overtime Salaries	2,100	0	2,100	0.0%
State Retirement Municipal	21,140	4,265	16,875	20.2%
Supplemental Retirement	13,700	2,077	11,623	15.2%
Social Security	6,280	1,308	4,972	20.8%
Group Insurance-Health	39,030	13,012	26,018	33.3%
Group Insurance-Life & Disability	3,400	713	2,687	21.0%
Group Insurance-Dental	2,600	651	1,949	25.0%
Medicare	4,590	973	3,617	21.2%
Regional Planning	8,790	2,854	5,936	32.5%
Contracted Services	6,500 (1)	0	6,500	0.0%
Office Supplies	3,000	522	2,478	17.4%
Property Maintenance	500	85	415	16.9%
Training	4,000	299	3,701	7.5%
Clothing Allowance	0	0	0	0.0%
Legal Ads	3,500	1,444	2,056	41.2%
Vehicle Equipment	0	0	0	0.0%
Office Equipment	1,900	1,668	232	87.8%
Vehicle Fuel	2,770	420	2,350	15.1%
Recruitment Expenses	0	0	0	0.0%
Committee Expenses	5,000	220	4,781	4.4%
Employee Health	0	0	0	0.0%
Telephone	3,230	825	2,405	25.5%
Electricity	4,970	731	4,239	14.7%
Heat	4,830	1,952	2,878	40.4%
TOTALS	457,780	103,581	354,199	22.6%
(1) includes 2012 carryover of \$2,000	455,780			
<u>HIGHWAYS, STREETS & BRIDGES</u>				
Regular Salaries	\$ 160,590	\$ 32,558	128,032	20.3%
Overtime	8,630	4,447	4,183	51.5%
State Retirement Municipal	13,350	3,038	10,312	22.8%
Supplemental Retirement	8,460	1,841	6,619	21.8%
Social Security	2,740	722	2,018	26.3%
Group Insurance-Health	33,310	11,104	22,206	33.3%
Group Insurance-Life & Disability	2,160	447	1,713	20.7%
Group Insurance-Dental	1,860	466	1,394	25.0%
Medicare	2,580	631	1,949	24.5%
Contracted Services - Summer	624,382 (1)	0	624,382	0.0%
Contracted Services - Winter	175,000	91,452	83,548	52.3%
Materials	98,160	1,890	96,270	1.9%
Property Maintenance	3,975 (1)	1,475	2,500	37.1%
Clothing Allowance	1,200	0	1,200	0.0%
Vehicle Equipment	35,830	338	35,492	0.9%
Equipment	6,000	4,825	1,175	80.4%
Vehicle Fuel	27,090	12,233	14,857	45.2%
Vehicle Maintenance	15,000	1,062	13,938	7.1%
Dues and Meetings	300	25	275	8.3%
Recruitment Expenses	-	0	0	0.0%
Site Improvements	0	0	0	0.0%
Miscellaneous	-	0	0	0.0%
Telephone	2,930	444	2,486	15.2%
Electricity	2,230	519	1,711	23.3%
Heat	4,430	1,544	2,886	34.9%
TOTALS	1,230,207	171,061	1,059,146	13.9%
(1) includes 2012 carryover of \$88,902-1,475	1,139,830			
<u>STREET LIGHTS</u>				
Granite State Electric	\$ 3,040	\$ 516	2,524	17.0%
Public Service Company	11,600	2,008	9,592	17.3%



BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
Installations	300	0	300	0.0%
TOTALS	14,940	2,524	12,416	16.9%
<u>SOLID WASTE DISPOSAL</u>				
Regular Salaries	\$ 283,420	\$ 60,789	222,631	21.4%
Overtime	3,560	115	3,445	3.2%
Holiday	5,430	2,259	3,171	41.6%
State Retirement Municipal	28,380	5,673	22,707	20.0%
Supplemental Retirement	12,440	1,887	10,553	15.2%
Social Security	0	358	(358)	0.0%
Group Insurance-Health	81,100	24,651	56,449	30.4%
Group Insurance-Life & Disability	4,750	982	3,768	20.7%
Group Insurance-Dental	6,320	1,404	4,916	22.2%
Medicare	4,250	966	3,284	22.7%
Employee Health	75	65	10	86.7%
Contracted Services	0	0	0	0.0%
Site Monitoring	7,110	196	6,914	2.8%
Tire Removal	2,100	222	1,879	10.5%
Scrap Metal	100	15	85	15.5%
Waste Removal	302,940	63,413 **	239,527	20.9%
Demolition Removal	83,620	6,630	76,990	7.9%
Expendable Supplies	2,800	942	1,858	33.7%
Property Maintenance	1,880	2,680	(800)	142.6%
Training	1,100	1,000	100	90.9%
Clothing Allowance	2,000	0	2,000	0.0%
Mileage	100	0	100	0.0%
Vehicle Equipment	37,760	0	37,760	0.0%
Equipment	0	0	0	0.0%
Vehicle Fuel	20,260	4,029 **	16,231	19.9%
Vehicle Maintenance	12,150	3,112	9,038	25.6%
Equipment Maintenance	5,250	0	5,250	0.0%
Dues and Meetings	7,890	0	7,890	0.0%
Recruitment Expenses	0	0	0	0.0%
Site Improvements	3,800	0	3,800	0.0%
Miscellaneous Expenses	0	0	0	0.0%
Telephone	2,810	605	2,205	21.5%
Electricity	5,840	676	5,164	11.6%
Heat	2,440	1,409	1,031	57.8%
TOTALS	931,675	184,079	747,596	19.8%
<u>HEALTH AND HUMAN SERVICES</u>				
Visting Nurse/Hospice	\$ 0	\$ 0	0	0.0%
Center for Life Management	4,400	0	4,400	0.0%
Community Caregivers	500	0	500	0.0%
AIDS Response/Seacoast	525	0	525	0.0%
A Safe Place	1,500	0	1,500	0.0%
Rape & Assault Services	1,000	0	1,000	0.0%
Community Health Services	3,500	0	3,500	0.0%
Big Brothers/Sisters of Gr. Nashua	500	0	500	0.0%
Greater Derry Transportation	0	0	0	0.0%
Regional Transit Initiative	0	0	0	0.0%
Town Van Operations	8,000	0	8,000	0.0%
Suzdel Sister City Support	500	0	500	0.0%
Meals on Wheels	2,585	0	2,585	0.0%
Windham's Helping Hands	4,500	0	4,500	0.0%
American Red Cross	0	0	0	0.0%
Water Testing	2,500	12	2,488	0.5%
Mosquito Control Program	0	0	0	0.0%
Dues and Meetings	150	0	150	0.0%
Miscellaneous	1,615	0	1,615	0.0%
TOTALS	31,775	12	31,763	0.0%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
<u>ANIMAL CONTROL</u>				
Regular Salaries	\$ 14,645	\$ 2,180	12,465	14.9%
Social Security	950	135	815	14.2%
Medicare	220	32	188	14.4%
Kennel Fees	300	0	300	0.0%
Office Supplies	200	0	200	0.0%
Mileage	3,000	335	2,666	11.2%
Miscellaneous Expense	150	0	150	0.0%
Telephone	600	133	467	22.1%
TOTALS	20,065	2,814	17,251	14.0%
<u>GENERAL ASSISTANCE</u>				
Community Action Program	\$ 6,540	\$ 0	6,540	0.0%
Family Promise Program	5,000	0	5,000	0.0%
Welfare Assistance	42,500	6,167	36,333	14.5%
Hardship Abatements	2,500	0	2,500	0.0%
Miscellaneous Expenses	500	15	485	3.0%
TOTALS	57,040	6,182	50,858	10.8%
<u>LIBRARY</u>				
Regular Salaries	\$ 606,410	\$ 134,087	472,323	22.1%
State Retirement Municipal	43,470	9,032	34,438	20.8%
Supplemental Retirement	25,250	5,425	19,825	21.5%
Social Security	9,810	1,949	7,861	19.9%
Group Insurance-Health	73,530	24,545	48,985	33.4%
Group Insurance-Life & Disability	7,430	1,533	5,897	20.6%
Group Insurance-Dental	5,660	1,416	4,244	25.0%
Medicare	8,775	1,855	6,920	21.1%
Office Supplies	3,440	1,341	2,099	39.0%
Computer Supplies	3,200	2,188	1,012	68.4%
Property Maintenance	13,000	2,035	10,965	15.7%
Mileage	1,000	103	897	10.3%
Office Equipment	2,500	0	2,500	0.0%
Equipment Maintenance	3,500	1,306	2,194	37.3%
Books and Periodicals	62,000	22,000	40,000	35.5%
Non Print Library Materials	22,000	4,332	17,668	19.7%
E-Information Resources	14,400	2,187	12,213	15.2%
Technical Services	29,180	45	29,135	0.2%
Programs and Publicity	8,500	2,500	6,000	29.4%
Petty Cash	1,000	292	708	29.2%
Association Dues and Meetings	2,000	1,000	1,000	50.0%
Professional Development	500	0	500	0.0%
Telephone	3,000	1,345	1,655	44.8%
Electricity	23,790	4,419	19,371	18.6%
Heat	21,000	7,611	13,389	36.2%
TOTALS	994,345	232,545	761,800	23.4%
<u>RECREATION</u>				
Regular Salaries	\$ 89,230	\$ 12,393	76,837	13.9%
State Retirement Municipal	5,250	1,091	4,159	20.8%
Supplemental Retirement	2,690	620	2,070	23.0%
Social Security	2,225	0	2,225	0.0%
Group Insurance-Health	8,330	2,776	5,554	33.3%
Group Insurance-Life & Disability	900	187	713	20.8%
Group Insurance-Dental	1,630	408	1,222	25.1%
Medicare	1,290	159	1,131	12.3%
Chemical Toilets	5,840	0	5,840	0.0%
Office Supplies	500	0	500	0.0%
Mileage	500	0	500	0.0%
Rec. Sportsfields	28,300 (1)	845	27,455	3.0%
Recreational Activities	18,250	2,750	15,500	15.1%
Senior Rec. Activities	12,000	0	12,000	0.0%
Equipment Maintenance	6,500	0	6,500	0.0%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
Petty Cash	0	0	0	0.0%
Recruitment Expenses	480	0	480	0.0%
Committee Expenses	200	0	200	0.0%
Employee Health	100	0	100	0.0%
Telephone	800	166	634	20.7%
Electricity	9,030	755	8,275	8.4%
TOTALS	194,045	22,149	171,897	11.4%
(1) includes 2012 carryover of \$1,600	192,445			
<u>HISTORIC COMMISSION</u>				
Regular Salaries	\$ 0	\$ 0	0	0.0%
Social Security	0	0	0	0.0%
Medicare	0	0	0	0.0%
Contracted Services	1,500	0	1,500	0.0%
Miscellaneous Expense	1,500	0	1,500	0.0%
TOTALS	3,000	0	3,000	0.0%
<u>CONSERVATION COMMISSION</u>				
Dues and Meetings	850	0	850	0.0%
Miscellaneous Expenses	1,500	0	1,500	0.0%
TOTALS	2,350	0	2,350	0.0%
<u>SENIOR CENTER</u>				
Senior Volunteer Program	\$ 0	\$ 0	0	0.0%
Property Maintenance	500	0	500	0.0%
Telephone	540	279	261	51.7%
Electricity	2,120	413	1,707	19.5%
Heat	2,890	1,445	1,445	50.0%
TOTALS	6,050	2,137	3,913	35.3%
<u>CABLE TELEVISION</u>				
Regular Salaries	\$ 49,170	\$ 11,239	37,931	22.9%
Overtime Salaries	1,400	702	698	50.2%
State Retirement Municipal	4,950	1,051	3,899	21.2%
Supplemental Retirement	2,500	0	2,500	0.0%
Group Insurance-Health	16,820	5,552	11,268	33.0%
Group Insurance-Life & Disability	760	161	599	21.2%
Group Insurance-Dental	930	233	697	25.0%
Medicare	760	146	614	19.2%
Contracted Support	300	0	300	0.0%
Office Supplies	400	117	283	29.2%
Service Agreements	4,000	0	4,000	0.0%
Property Maintenance	500	10	490	2.1%
Equipment	12,000	960	11,040	8.0%
Dues and Meetings	1,030	261	769	25.3%
Recruitment Expenses	0	0	0	0.0%
Miscellaneous Expenses	1,000	146	854	14.6%
Telephone	1,560	326	1,234	20.9%
TOTALS	98,080	20,906	77,174	21.3%
<u>DEBT SERVICE</u>				
Long Term Notes P & I *	\$ 210,486.79	\$ 0	210,487	0.0%
TANS - Interest	500	0	500	0.0%
TOTALS	210,987	0	210,987	0.0%
Less Use of other Revenue Sources	198,923			0.0%

BUDGET TO ACTUAL 2013

BUDGET ITEM	Appropriations Fiscal Year 2013	2013 Actual Expenditures (through 3/31)	Under/ (Over) Spent	% Spent
<u>CAPITAL OUTLAY</u>				
Road Improvements	\$ 300,000	\$ 0	300,000	0.0%
Police - MDT	84,600	0	84,600	0.0%
Fire Breathing Apparatus Replacement	202,867	0	202,867	0.0%
Highway Truck	175,000	0	175,000	0.0%
TOTALS	762,467	0	762,467	0.0%
Less Use of other Revenue Sources	599,119			
<u>OPERATING TRANSFERS OUT</u>				
Salt Shed	\$ 0	\$ 0	0	0.0%
Fire Apparatus	0	0	0	0.0%
TOTALS	0	0	0	0.0%
<u>RETIREMENT</u>				
MONY Service Charge	\$ 4,000	\$ 0	4,000	0.0%
State Retirement Surcharge	0	0	0	0.0%
TOTALS	4,000	0	4,000	0.0%
<u>INSURANCE</u>				
Workers Compensation	\$ 86,070	\$ 48,414	37,656	56.2%
Unemployment Comp.	14,030	14,032	(2)	100.0%
Miscellaneous	2,000	0	2,000	0.0%
N.H. Liability Trust	116,220	0	116,220	0.0%
TOTALS	218,320	62,446	155,874	28.6%
<u>TRUST ACCOUNTS</u>				
Health Trust	\$ 0	\$ 0	0	0.0%
Property Trust	50,000	0	50,000	0.0%
Earn time Trust	0	0	0	0.0%
Museum Trust	0	0	0	0.0%
TOTALS	50,000	0	50,000	0.0%
<u>SPECIAL ARTICLES</u>				
Use of Searles Revenue Fund	20,000	\$ 0	20,000	0.0%
IT Equipment	75,000	0	75,000	0.0%
TOTALS	95,000	0	95,000	0.0%
Less Carryovers from 2012	95,000			
Less Use of other Revenue Sources	75,000			
GRAND TOTAL	\$ 13,036,820	\$ 2,656,295	10,380,525	
Less Carryovers from 2012 (Total \$173,536)	12,863,284			

**ACTUAL RESULTS TO DATE - REVENUES
COMPARATIVE ANALYSIS AS OF MAR 31, 2013**

SOURCES OF REVENUE	Estimated Revenue For 2013 (per Town Mtg)	Actual Revenue @ 3/31/13	Actual Revenue @ 3/31/12	Increase (Decrease) 13-12	13 Percent of Estimate Received
TAXES					
Yield/Excavation Tax	\$ 500	0	0	-	0.0%
Interest & Penalties on Taxes	191,769	53,427	76,711	(23,284)	27.9%
Boat Taxes	14,500	2,920	2,076	844	20.1%
INTERGOVERNMENTAL REVENUES					
Shared Revenue - Block Grant	0	0	0	-	#DIV/0!
Highway Block Grant	275,609	54,122	61,949	(7,827)	19.6%
Other State & Fed Grants/EM Grant	5,000	0	0	-	0.0%
Rooms and Meals	613,750	0	0	-	0.0%
LICENSES AND PERMITS					
M V Permit Fees	2,700,000	733,455	654,545	78,910	27.2%
Building Permits	142,500	40,262	34,811	5,451	28.3%
Other Licenses and Permits	58,600	15,958	13,090	2,868	27.2%
CHARGES FOR SERVICES					
Income from Departments	365,700	103,538	95,345	8,193	28.3%
Cable TV Fees	225,000	57,355	53,647	3,708	25.5%
MISCELLANEOUS REVENUES					
Interest on Deposits	7,500	2,184	2,593	(409)	29.1%
Other Miscellaneous Revenues	19,350	7,242	3,134	4,108	37.4%
Sale of Town Property	500	14,913	0	14,913	2982.6%
OTHER FINANCING SOURCES					
Income from Trust Funds	1,350	1,352	908	444	100.1%
Income from Revenue Funds	32,064	0	0	-	0.0%
Income from Other Sources	163,348	0	0	-	0.0%
TOTAL REVENUES	\$ 4,817,040	1,086,728	998,809	87,919	22.6%
<i>Breakdown of categories above:</i>					
Other Licenses & Permits:	Est For 2013	@ 3/31/13	@ 3/31/12		
Dog Licenses	18,000	5,174	6,170		
Animal Officer Fees	2,600	250	875		
Planning Board Fees	24,100	5,866	2,608		
BOA Fees	7,100	2,155	1,397		
Town Clerk Misc	5,100	1,443	1,440		
Gun Permits	1,700	1,070	600		
	58,600	15,958	13,090		
Income from Departments:					
Special Duty-Contracted Police*	10,000	-	-		
Welfare Reimb	500	100	-		
Planning Misc Income	4,300	885	1,319		
Police Misc, Alcohol, Court	6,000	1,698	822		
Ambulance Fees	240,000	90,525	77,509		
Fire Dept Misc	20,000	4,595	3,171		
Transfer Station Fees	79,600	5,038	11,871		
Accident Reports	1,800	697	653		
Beach Income	3,500	-	-		
	365,700	103,538	95,345		
Other Miscellaneous:					
Insur/Other Reimb/Refunds	10,000	4,943	596		
Parking Fines	750	35	210		
Town Building Rent	2,500	1,175	850		
Selectmen Misc Income	5,000	819	485		
Donations/Grants (incl SAFER)	500	-	650		
Intergvt Misc Income (incl Disaster)	-	-	-		
Treasurer's Misc Income	500	270	244		
Copy Fees	100	-	99		
	19,350	7,242	3,134		

Town Special Funds
3/31/13

Note: Balances below reflect combined amounts held in custody by the Treasurer at Citizens, Centrix & TD Bank CC acct

	Beginning Balance 12/31/12	Income	Disbursements	Interest	Finance Balance 3/31/13
Cable TV Trust Fund	287,611.56		17,475.00	125.38	270,261.94
Searles Special Revenue	5,355.17	4,482.16	1,932.83	0.45	7,904.95
Expendable Health Trust	285,805.86	103,003.68	46,443.46	106.15	342,472.23
Cemetery Operation Fund	107,544.21	450.00		49.47	108,043.68
Conservation Land Trust	520,631.00	26,331.02	29.40	204.48	547,137.10
Road Bond Fund	9,242.79			0.58	9,243.37
Law Enforcement Fund	969.82			0.06	969.88
Town Clerk Special Acct	2,181.61	6,072.50	6,661.50	0.12	1,592.73
Recreation-Lacrosse	18,152.46	29,460.19	8,544.40	0.53	39,068.78
Recreation-Basketball	1,306.82			0.07	1,306.89
Recreation-Programs	9,344.64	19,529.72	14,135.62	0.76	14,739.50
Conservation Special	2,157.23			0.14	2,157.37
Police Public Safety Revolve Fd	83,591.01	40,990.00	35,844.17	6.20	88,743.04
Fire Public Safety Revolve Fd	25,567.17	4,358.38	11,940.14	1.28	17,986.69
Police Fed Asset Forfeiture	7,832.52			0.48	7,833.00
Subdivision Fees	84,088.30	10,092.23	8,408.99	5.29	85,776.83
Miscellaneous	5.06				5.06
Rte 28 Emergency Fund	11,226.74			6.07	11,232.81
Rail to Trail Fund	100.37				100.37
Police Impact Fee	29,395.16	418.00		1.84	29,815.00
Fire Impact Fee	20,084.32	898.00		1.29	20,983.61
High School Impact Fee	148,184.61	26,936.00	26,000.00	27.28	149,147.89
School Impact Fees (Traditional)	24,178.56	17,181.70	24,000.00	2.13	17,362.39
WRTA Donation	0.00				0.00
Total	1,684,556.99	290,203.58	201,415.51	540.05	1,773,885.11
<i>Trust Fund accounts (Held by Trustees of Trust Funds):</i>					
Property Trust	29,238.46	0.00	0.00	0.00	29,238.46
Earned Time Trust	158,965.21	0.00	0.00	0.00	158,965.21
Museum Trust	4,559.44	0.00	0.00	0.00	4,559.44

Request for Rate Quote - Results

Bank Name:	Northway Bank Plymouth, NH	People's United Bank Manchester, NH	Citizens Bank Manchester, NH
<u>Option 1 – Fixed TAN - \$2 million</u>			
Interest Rate	1.23%	1.67%	2.28%
Other fees (documentation, etc)	none	Bond Counsel	Bond Counsel
<u>Option 2 – TAN Line of Credit</u>			
Interest Rate on Drawn Amount	1.23%	1.67%	1.50%
Fee on Portion not drawn, if any	n/a	n/a	0.5% unused portion
Other fees (documentation, etc)	none	Bond Counsel	Bond Counsel
<u>Prepayment Penalty (Y/N)</u>	N	N	N
<u>Legal Opinion Requirement:</u>	Town Counsel	Bond Counsel	Bond Counsel

BID OPENING RESULTS

May 1, 2013 – Administrative Offices: The following bids for roadway power sweeping were publicly opened at 2:00 PM on this date by Assistant Town Administrator, Dana Call.

Vendor – Year 1	Sweeper w/ Operator (per hour)	Estimated Hours included in bid	OR Fixed Price Bid
Immaculate Power Sweeping, Pelham NH	\$89.00	150	n/a
AMRIC Power Sweeping, Tewksbury MA	n/a	n/a	\$12,556.00
Bay State Sweeping & Constr, Everett MA	n/a	n/a	\$9,450.00

Vendor – Year 2	Sweeper w/ Operator (per hour)	Estimated Hours included in bid	OR Fixed Price Bid
Immaculate Power Sweeping, Pelham NH	\$91.67	150	n/a
AMRIC Power Sweeping, Tewksbury MA	n/a	n/a	\$12,556.00
Bay State Sweeping & Constr, Everett MA	n/a	n/a	\$10,395.00

Vendor – Year 3	Sweeper w/ Operator (per hour)	Estimated Hours included in bid	OR Fixed Price Bid
Immaculate Power Sweeping, Pelham NH	\$94.42	150	n/a
AMRIC Power Sweeping, Tewksbury MA	n/a	n/a	\$12,556.00
Bay State Sweeping & Constr, Everett MA	n/a	n/a	\$11,434.50