

TOWN OF WINDHAM NEW HAMPSHIRE



Warrant and Budget 2020

FOR DELIBERATIVE SESSION

SUMMARY SHEET FOR PRESENTATION AT 2020 DELIBERATIVE SESSION

Explained by JOEL

ARTICLE 5. To see if the Town will vote to raise and appropriate the sum of Nine Million Five Hundred Thousand and no 100ths (\$9,500,000.00) Dollars for the purpose of constructing a water line from the area of Route 111 and Range Road westerly along Route 111 to Ledge Road, for approximately 22,380 LF, to include cost of engineering, planning, bid documentation, right of way, and construction expenses, as well as payment of costs associated with the financing of said project; said sum to be in addition to any federal, state or private funds made available therefor, and to raise the same by issuance of not more than \$6,336,500.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of this project, with the balance of \$3,163,500 to come from private contributions from users of the water line and / or grants from such sources as the NHDES Drinking Water and Groundwater Trust Fund. Should this article be approved but the grants and or private donations not be awarded or received, this article shall be considered null and void. The Town anticipates that its agreement with the franchisee who will operate the water service will include provisions to receive fees for connections to the water line over time which will be applied to offset costs associated with bond payments. (60% Majority Required)

Not Recommended by the Board of Selectmen 2-2-1

Note: Funds are to be used towards the planning, design and construction of a water line extension from the area of Exit 3 westerly along Route 111 to Ledge Road. The water line is intended to connect to the main line that is presently being built as part of a regional water line initiative funded from the Drinking Water Trust Fund that will extend water from Derry along Route 28 through Windham and then further out through Salem and ending in Plaistow. Extending the line further down Route 111 will both support economic growth along this corridor as well as help towards resolving the issues that have arisen regarding contamination caused by MTBE and PFOS in several wells, including wells impacting town facilities.

The project is to be funded by a long term bond (20 to 30 years) as well as matching grants or private contributions (from the Trust Fund and contributions by developers and land owners along the route). Based on current interest trends bond payments are estimated to be between \$356,555 (30 years) and \$427,000 (20 years) annually at between 3.00% (20 years) and 3.75% (30 years). The cost of these bond payments are anticipated to be partially covered by the revenue that the Town will generate from fees paid by users to connect to the line.

Explained by ROGER

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of Three Hundred Thousand and no 100ths (\$300,000) Dollars for the purpose of repairing the roof and stone exterior of the tower of the Searles Building and purchasing equipment, materials and furnishing of a lasting nature for said construction and payment of costs associated with the financing of said project, said sum to be in addition to any federal, state or private funds made available therefore, and to raise the same by issuance of not more than \$300,000 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note and to take any other action as may be necessary to carry out and complete financing of the project. The Town anticipates that the Searles Revenue Fund will be applied to offset up to half of the costs associated with annual bond payments. (60% Majority Required)

Recommended by the Board of Selectmen 4-0

Note: Funds are to be for the purpose of making repairs to Searles Building tower roof and the exterior masonry walls of the tower.

The project is to be funded by a long term bond (12 to 15 years). Based on current interest trends bond payments are estimated to be between \$24,280 (15 years) and \$28,860 (12 years) annually at between 2.25% (12 years) and 2.50% (15 years). The cost of these bond payments are anticipated to be partially covered by the revenue that the Searles Revenue Fund generates on an annual basis.

Explained by ROSS

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of One Hundred Eighty Thousand, and no 100ths (\$180,000.00) Dollars for the purpose of repairing approximately 1800’ of the Rockingham Recreational Rail Trail, including drainage, pavement improvements, and engineering planning associated with the construction and payment of costs associated with the financing of said project; any federal, state or private funds made available therefore shall be applied toward the cost of the project; and to raise the same by issuance of not more than \$80,000.00 in bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to apply toward the cost any interest earned from the temporary investment of any bond or note; and furthermore to authorize the withdrawal of \$50,000 from the Rail Trail Non-Capital Reserve Fund established for this purpose, with the balance of \$50,000 to be raised by general taxation; and to take any other action as may be necessary to carry out and complete financing of this project. This article is part of the Capital Improvement Program. (60% Majority Required)

Recommended by the Board of Selectmen 4-1

Note: This article is part of the Capital Improvement Program. As noted in the article the purpose is to make pavement and drainage repairs to approximately 1800’ of the Rockingham Recreational Trail (Windham Rail Trail) in the area known as the “rain forest”

The CIP states that *“the project involves engineering, excavation, rebasing, drainage and re-pavement of 1,800 feet of the rainforest section of the Rail/Trail. 2018 marks the 12th anniversary of the paving of the original rail/trail. The most challenging part of the trail is an 1,800 foot stretch called the “rainforest” that runs through cut ledge, a lined cut of 35 to 40 feet of rock wall, the longest in the state... Because of the challenges of the cut through ledge, high water table and difficult maintenance of inadequate ditch lines, and the remaining of the stone left from the past fiber optic network, this section needs re-paving.*

Explained by HEATH

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of \$75,000 to be added to the Property Maintenance Expendable Trust Fund.

Recommended by the Board of Selectmen 4-1

Property Trust – No change in requested appropriation from 2019.

Projects in 2019 included structural repairs to the Community Development flooring, chimney, and well tank (total of \$22,170); re-carpeting the Community Development Department (\$12,000); completing a structural engineering review of the Senior Center building (\$2,850); replacing the fire alarm system at the Fire Department (\$11,520); and an initial payment towards masonry repairs of the tower at the Searles Building (\$6,400 of an approved \$16,800). Current balance of Trust at 12/31/19 is \$31,180 of which \$26,680 has been encumbered (\$10,400 for the masonry repairs to the Searles tower, and \$16,280 for HVAC replacement at the Searles). The requested funds for 2020 will be used towards such projects as repairs to the concrete patio at the Griffin Park pavilion, and interior painting within several buildings and / or replacing some of the carpeting at the police station.

Explained by BRUCE

ARTICLE 9. To see if the Town will vote to raise and appropriate the sum of \$32,500, said amount to be withdrawn from the balance in the previously established Searles Special Revenue Fund for payment of both marketing related and maintenance related costs associated with the Searles Building. Approval of this article will have no additional impact on the tax rate.

Recommended by the Board of Selectmen 4-1

Note: Some of the specific expenses paid from these funds include the salary of our part time coordinator to market the building, advertisement costs, and maintenance related projects and services to maintain the building and “set ups” for events. As of 12/31/19, the revenue fund has \$13,263.

Explained by ROGER

ARTICLE 10. To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 1801 AFSCME (Municipal Union) and to further raise and appropriate the sum of \$29,220 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2020. Said contract to expire on March 31, 2023 with the additional cost for 2021 to be \$45,030, \$36,630 for 2022, and \$11,950 for 2023 at the current staffing level.

Recommended by the Board of Selectmen 5-0

Duration of Agreement – Three years April 1, 2020 – March 31, 2023.

COLA raises of **3.0%** effective April 1, 2020, **2.5%** effective April 1, 2021, and **2.5%** effective April 1, 2022.

Earned Time – Change Earned Time accrual rates for employees entering Union post April 1, 2014 to the following scale(s): 1 through 9 years (20 days accrual); 10 through 19 years (25 days accrual); 19+ years (30 days accrual). Minimum Usage for these employees to be: 1 through 9 years (10 days accrual); 10 through 19 years (12 days accrual); 19+ years (15 day accrual).

Health Insurance – Employees to pay 20% co-pay if they if they select the High Deductible SOS (Sight of Service) plan option; otherwise all other plans pay 25% as is in present contract.

Position Grade Change – Change the position of Admin Assistant to Assessor from Grade 10 to Grade 14.

Holidays – Beginning April 1, 2020 the Permanent PT Assistant Town Clerk to receive Christmas Day as a paid holiday (all other Permanent PT employees already receive this benefit).

Truck Driver Stipend – Increases stipend from \$550 to \$650 annually.

Bereavement Leave – Add “step-grandchild” to the list of immediate family.

Clothing Allowance – Code Enforcement and Admin. Assistant to Assessor receive up to \$400/year reimbursement for Town of Windham labelled apparel.

Language Change(s) – Several narrative language changes were made for clarification purposes, elimination of paragraphs or terms which are no longer applicable, change to dates in areas where current terms or sections were continued, or changes to reflect current statutory language(s).

Explained by JOEL

ARTICLE 11. To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 2915 IAFF (Fire Union) and to further raise and appropriate the sum of \$63,790 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2020. Said contract to expire on March 31, 2023 with the additional cost for 2021 to be \$73,540, \$72,150 for 2022, and \$17,960 for 2023 at the current staffing level.

Recommended by the Board of Selectmen 5-0

Duration of Agreement – Three years April 1, 2020 – March 31, 2023.

COLA raises of **3.0%** effective April 1, 2020, **2.5%** effective April 1, 2021, and **2.5%** effective April 1, 2022.

Earned Time – Change Earned Time accrual rates for employees entering Union post April 1, 2014 to the following scale(s): 1 through 9 years (20 days accrual); 10 through 19 years (25 days accrual); 19+ years (30 days accrual). Minimum Usage for these employees to be: 1 through 9 years (10 days accrual); 10 through 19 years (12 days accrual); 19+ years (15 day accrual).

Health Insurance – Employees to pay 20% co-pay if they if they select the High Deductible SOS (Sight of Service) plan option; otherwise all other plans pay 25% as is in present contract.

Promotional Process – Increases number of employees to be ranked on eligibility list for promotions from three (3) to four (4), and makes changes to the promotional process by having Chief involved earlier in the rankings.

Language Change(s) – Several narrative language changes were made for clarification purposes, elimination of paragraphs or terms which are no longer applicable, change to dates in areas where current terms or sections were continued, or changes to reflect current statutory language(s).

Explained by BRUCE

ARTICLE 12. To see if the Town will vote to approve the cost items included in the latest tentative bargaining agreement reached between the Selectmen and members of Local Union No. 213 NEPBA (Police Union) and to further raise and appropriate the sum of \$56,150 representing the amount of the increased cost attributable to the increase in salaries and benefits to said members for the fiscal year 2020. Said contract to expire on March 31, 2023 with the additional cost for 2021 to be \$67,860, \$65,890 for 2022, and \$15,560 for 2023 at the current staffing level.

Recommended by the Board of Selectmen 5-0

Duration of Agreement – Three years April 1, 2020 – March 31, 2023.

COLA raises of **3.0%** effective April 1, 2020, **2.5%** effective April 1, 2021, and **2.5%** effective April 1, 2022.

Earned Time – Change Earned Time accrual rates for employees entering Union post April 1, 2014 to the following scale(s): 1 through 9 years (20 days accrual); 10 through 19 years (25 days accrual); 19+ years (30 days accrual). Minimum Usage for these employees to be: 1 through 9 years (10 days accrual); 10 through 19 years (12 days accrual); 19+ years (15 day accrual).

Health Insurance – Employees to pay 20% co-pay if they if they select the High Deductible SOS (Sight of Service) plan option; otherwise all other plans pay 25% as is in present contract.

Promotional Process – Makes allowances for an employee who would become eligible for promotions within six (6) months of the promotional testing date to be able to take the test, but not be eligible for actual promotion until such time as they reached the eligibility date.

Language Change(s) – several narrative language changes were made for clarification purposes, elimination of paragraphs or terms which are no longer applicable, change to dates in areas where current terms or sections were continued, or changes to reflect current statutory language(s).

Explained by JOEL

ARTICLE 13. Shall the Town of Windham, if Articles #10, 11 or 12, are defeated, authorize the governing body to call one special meeting, at its option, to address Article(s) #10, 11, or 12, cost items only?

Recommended by the Board of Selectmen 5-0

Note: This article is intended to serve as a “fallback” article should the approval of either the Police Union, Fire Union, or Municipal Union proposed contracts fail. Passage of this article would authorize the Selectmen to hold a Special Town Meeting to consider revised union contract article(s) without having to seek the permission of the Superior Court to hold such a meeting.

Explained by BRUCE

ARTICLE 14. To see if the Town will vote to raise and appropriate the sum of \$93,770 for the purpose of paying the second of three lease payments associated with the Fire Department Ambulance leased in 2019. This article is part of the Capital Improvements Program.

Recommended by Board of Selectmen 5-0

Note: This article is part of the Capital Improvement Program. Note – the original purchase of the ambulance included a non-funding clause which requires us to bring this forward to each separate Town Meeting over the years 2019-2021.

Explained by ROSS

ARTICLE 15. To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of purchasing a new Rescue Tool for the Windham Fire Department’s Ladder Truck and to authorize the Board of Selectmen to contract for, accept and expend Federal Assistance to Firefighters Grant (AFG) funding in the amount of \$47,500 to be applied against said appropriation, with the balance of \$2,500 to come from general taxation. This will be a non-lapsing account per RSA 32:7, VI and will not lapse for a period of two (2) years. This article shall be deemed null and void if the AFG Grant is not approved.

Recommended by the Board of Selectmen 4-0

Note: The intent of this article is to raise the funds needed to cover the town share of a grant to purchase a new battery operated Rescue Tool for the Fire Departments Ladder Truck should a Federal AFG (Aid to Firefighters) grant be awarded to the Town. Currently we have not been advised whether we will receive the grant, a decision which may not be known until March or later. If awarded the Town will be reimbursed for 95% of the equipment’s cost. . The current Rescue Tool is over twenty years old and has far exceeded its life expectancy. Due to the construction of today’s vehicles, this tool has the inability to cut through most structural components of vehicles creating an increased delay in extrication of victims. Because of this, the rescue tool industry has evolved with improved performance of rescue tools and increased safety protection for firefighters.

Explained by HEATH

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of \$65,000 for the purpose of making any needed repairs to the Police Station roof as well as replacing the roof shingles and rubber membranes. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of two (2) years, whichever is less. This article is part of the Capital Improvement Program.

Recommended by the Board of Selectmen 5-0

Note: This article is part of the Capital Improvement Program. As the article details these funds are to be used to replace the shingles, and rubber membranes on the Police roof as well as make any needed repairs.

The CIP report states “the police department roof shows signs of water underneath the membrane. Metal flashing has been placed behind cracks as a leak prevention method.”

Explained by ROGER

ARTICLE 17. To see if the Town will vote to raise and appropriate the sum of \$50,000 for the purpose of making improvements associated with Phase I of the Town Common Beautification project to include but not limited to installation of sidewalks and crosswalks along North Lowell Road in the area of the Town Center as well as improving the landscaping and utility of the Town Common area. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is complete or for a period of five (5) years, whichever is less. This article is part of the Capital Improvement Program.

Recommended by the Board of Selectmen 5-0

Note: The Capital Improvement Plan for 2020 recommended that this project be funded at \$100,000, however the Board of Selectmen felt based on the Town’s overall budgetary needs that funding this project over a few years was best with an initial funding request of \$50,000.

As the article details these funds will be put towards improvements associated with Phase One of the Town Common Beautification Project. Such improvements will include but not be limited to installing sidewalks and a crosswalk on North Lowell Road as well as making beautification enhancements within the Town Common, including the installation of a new fence, gazebo, and bridge across Collins Brook, much of which will be funded with private donations.

Explained by JOEL

ARTICLE 18. To see if the Town will vote, pursuant to RSA 162-K:1(II) to adopt the provisions of RSA 162-K MUNICIPAL ECONOMIC DEVELOPMENT AND REVITALIZATION DISTRICTS, authorizing the Town to establish one or more economic development and revitalization districts.

Recommended by the Board of Selectmen 4-0

Note: The intent of this article is to adopt the enabling legislation of RSA 162-K to allow the consideration of Municipal Economic Development and Revitalization Districts (commonly referred to as TIF Districts). A warrant article to establish a specific TIF area would need to be submitted and approved at a subsequent Town Meeting.

Presently the Board and staff are reviewing the potential of a TIF District along Route 111 between Route 111A and Ledge Road where there is potential for a future water line to be constructed. Assuming such a TIF District were to be established, the increase in valuation of properties occurring after the formation of the District, and the taxes that result, would be placed into a separate fund from the Town’s General Fund, to be used to pay any bonds associated with the costs of developing the water line within the defined area.

Explained by ROGER

ARTICLE 19. “Shall we adopt the provisions of RSA 31:95-c to restrict 100% of the revenues from income derived from *collection of water source demand charges (MSDC) from water line users* to expenditures for the purpose of *paying the loan or other payments associated with the purchase of the towns allotment of gallons of water from the City of Manchester associated with the Regional Water Line Project*? Such revenues and expenditures shall be accounted for in a special revenue fund to be known as the *MSDC Special Revenue* fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote of the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of the revenue.”

Recommended by the Board of Selectmen 4-0

Note: The intent of this article is to create a special revenue fund (similar to the Searles Revenue Fund) which in this instance would allow the revenues generated from fees collected from users connecting to the water line to be accounted for separately from the general budget and be used to pay the cost associated with purchasing the water rights to 200,000 gallons of water associated with the Regional Water Line and ultimately up to 300,000 gallons.

Explained by BRUCE

ARTICLE 20. To see if the Town will vote to authorize the Board of Selectmen to negotiate and execute a lease agreement between the Town and the Town of Salem for the use of a parcel of land consisting of an area of 90 +/- feet x 135 feet with 90+/- feet of frontage on the Northerly side of Northland Road situated on the Westerly side of a constructed access road as depicted on a certain plan entitled “Northland Road PRV/Chemical Feed Station” prepared by Weston & Sampson dated 2019. Said lease shall contain, but not be limited to the following terms:

1. An initial term of up to twenty five (25) years,
2. The ability of the Board, in their discretion, and upon request, to extend the lease for up to two (2) additional twenty-five (25) year terms
3. Annual lease payment of \$1
4. The right for the Town of Salem to utilize the adjacent access road to provide access from the Easterly side of the demised premises to Northland Road.

Recommended by the Board of Selectmen 5-0

Note: In 2019 the Board entered into a short term one year lease with the Town of Salem for the portion of land off of Northland Road and for the purposes stated in the warrant article as the Board is limited to one year lease terms without specific authorization by the Town Meeting.

The intent of this article is to provide the Board of Selectmen with the authorization to enter into a long term lease agreement with the Town of Salem at this time.

Explained by HEATH

ARTICLE 21. As authorized under RSA 72:35 (I-a), shall we modify the Tax Credit for Service-Connected Total Disability from property tax in the Town of Windham, for qualified taxpayers, from \$2,000 to \$4,000.

Recommended by the Board of Selectmen 5-0

Note: Beginning in 2019, the law governing Service Connected Total Disability Credits from taxation was amended to allow Towns to increase the credit given to up to \$4,000 annually. (RSA 72:35). Presently 14 individuals receive the \$2000 credit which represents a total of \$24,000 in taxes. The proposal to increase the amount to \$4000 would increase the total credits to \$48,000 or an increase of \$24,000 in tax revenues. This increase represents approximately .01/1000 on the present tax rate.

Explained by ROSS

ARTICLE 22. By Petition of Earl Bartlett and others “This article is to respectfully ask for your consideration in a Yes vote to allow the Town Voters, Property Owners and / or the Town Council, Selectmen and the Town Administrator to grant relief of a hardship by removing deed restrictions placed on 13 Third Street (16-P-1004) and two small abutting lots (16-P-501 & 502). A Yes, would allow the property owner reasonable use of their land. Allowing removal of the deed restrictions would make it possible for a structure on the property. This land is the same size or greater than the past and present lots being developed. The property is large enough to support a well and a septic, thus not effecting surrounding abutters.”

Not Recommended by the Board of Selectmen 5-0

Note: This article will be presented by the Petitioner(s)

The properties referenced in the article were formerly owned by the Town and acquired through tax deed(s) in either 1971 or 1991. The Town advertised the sale of these properties in 2013 through a public bid process and sold them to the current owner for a total of \$15,113. The properties were advertised and sold with the following deed restrictions “*that each of the conveyed parcels cannot be subdivided, or developed with structures of any kind. They may be used only as open space, for unpaved parking of motor vehicles as accessory to adjoining properties and / or installation of one or more State approved septic systems, or water supply wells, all such used complying with all Town and State applicable rules, regulations, and ordinances, including but not limited to the Town Zoning Ordinance, Watershed Protection Ordinance, and the State’s Shoreline Protection Act.*”

Explained by BRUCE

ARTICLE 23. By Petition of David Johns and others “Shall we allow the operation of keno games within the Town of Windham”

Note: RSA 284:51, (2017 Laws) allows Keno games to be played in Towns at establishments that the State has issued a liquor license (*i.e. in restaurants, hotels, private clubs, and certain other establishments*), provided first that the Town has voted to allow such operations. Currently there are 13 eligible establishments within Windham that could request authorization for keno sales.

All monies collected from keno operations goes directed to the State who then allocates a portion of keno fees collected to all Town’s as additional education aid for kindergarten.

Explained by ROSS

ARTICLE 24. By Petition of John Gage and others “New Hampshire Resolution to Take Action on Climate Pollution: We the town of Windham hereby call upon our State and Federal elected representatives to enact carbon-pricing legislation to protect New Hampshire from the costs and environmental risk of continued climate inaction. To protect households, we support a Carbon Fee and Dividend approach that charges fossil fuel producers for their carbon pollution and rebates the money collected to all residents on an equal basis. Enacting a Carbon Cash-Back program decreases long-term fossil-fuel dependence, aids in the economic transition for energy consumers, and keeps local energy dollars in New Hampshire’s economy. Carbon Cash-Back has been championed by US economists (Jan 17, 2019 WSJ) as the most effective and fair way to deliver rapid reductions in harmful carbon emissions at the scale required for our society.

We expect our representatives to lead in this critical moment for the health and well-being of our citizens and for the protection of New Hampshire’s natural resources upon which we all rely.

The record of the vote approving this article shall be transmitted by written notice to Windham’s State Legislators, to the Governor of New Hampshire, to Windham’s Congressional Delegation, and to the President of the United States, informing them of the instructions from their constituents, by Windham’s Select Board, within 30 days of this vote.

Note: Article above will be presented by the Petitioner.

Explained by BOARD AS NOTED BELOW

ARTICLE 25. Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$16,035,134.45. Should this article be defeated, the operating budget shall be \$15,711,529.45 which is the same as last year, with certain adjustments required by previous action of the town, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI to take up the issue of a revised operating budget only.

Town Officers’ Salaries	\$ 3,330	Emergency Management	12,470
Administration	784,770	Community Development	564,790
Town Clerk Expenses	361,125	Town Highway Maintenance	1,158,920
Tax Collector Expenses	173,970	Street Lighting	17,830
Election and Registration	51,140	Solid Waste Disposal	1,244,600
Cemeteries	41,450	Health and Human Services	50,475
General Gov’t Buildings	408,670	General Assistance	45,540
Appraisal of Properties	203,515	Library	1,292,345
Information Technologies	265,560	Recreation	255,600
Town Museum	5,650	Historic District Commission	7,300
Searles Building	10,090	Conservation Commission	6,910
Legal Expenses	51,900	Senior Center	5,170
Retirement Service Charges	4,000	Cable TV Expenses	124,430
Insurance	340,645	Interest Expenses (TANs)	500
Contracted Services	5	Long Term Debt	429,089.45
Police Department	3,439,360	<i>(Principal \$351,037.15 and Interest \$78,052.30)</i>	
Dispatching	515,965	Capital Outlay – Roads (Part of CIP)	300,000
Fire Department	3,858,020	<i>Recommended by the Board of Selectmen 5-0</i>	

***Note:** Warrant Article 25 (operating budget does not include appropriations proposed under any other warrant articles).

General Notes:

Salaries:

1. Employees – The following overall staffing changes are proposed in the operating budget:
 - a. Tax Collector – Establish a new 25 hour Part Time position effective May 1, 2020 – impact for salary and benefit costs for 2020 is \$17,760.
2. COLA Increases – 3.0% - for Non-Union Employees – cost of \$102,050 (49 employees). Union employee impacts are contained in separate warrant articles to approve new union contracts (Articles #9, 10, and #11 above)
3. Step Increases – Combined cost of \$68,300 across all departments (38 employees).
4. Health Insurance – Net change across all departments – \$126,860 (3.4% Rate Increase)
5. State Retirement – Net increase of \$69,760 across all departments due to salary adjustments
6. Continued Removal of Selectmen’s Salaries for 2020 – Voted by Board of Selectmen – Savings of \$6,100
7. Extra Week of Payroll (53rd week – occurs every six or so years) - \$141,970 (salary and benefit impacts)
8. General Service Division Reorganization – the budget reflects a net decrease of (\$29,765) in salaries and benefits across the three (3) departments of Highway, Maintenance, and Transfer Station as result of a staffing reorganization among these areas. In general the positions and associated costs of the vacant General Service Manager and Maintenance Laborer positions were re-created into two General Service Operator positions (one for Highway and one for Transfer) and \$15,500 was added to Contracted Services within the Maintenance budget for increasing the level of contracted cleaning services.

General Government - Explained by HEATH

The 2020 Budget request for General Government items is \$2,705,815 representing an increase of \$45,650 or 1.72% above the 2019 totals of \$2,660,165.

Main areas of change, aside from Salary increases due to COLA adjustments, staffing changes mentioned above, or increases in retirement and health insurance costs, include-

Town Clerk – Includes an increase of \$6,000 in Dog License fees. This is an in and out account with offsetting revenues.

Elections – Increase of \$27,920 due to more elections in 2020 as compared to 2019.

General Government – Decrease of (\$44,550) due mainly to a decrease in salaries and benefits as a result of the one employee position in the 2019 budget being realigned into the Transfer Station Department as part of a staffing reorganization amongst the departments in the General Services Division (Transfer, Maintenance, and Highway). These savings are offset by an \$8,000+ increase in Groundskeeping and \$15,500 increase in Contracted Services.

Assessing – Increase of \$6,710. In addition to overall salary and benefit changes, the budget reflects an increase of \$3,100 in contracted services due to a scheduled rate increase with our Assessing Consultants.

IT – Increase of \$13,970. In addition to overall salary and benefit changes, the budget reflects an increase of \$13,880 in Equipment upgrades to replace 14-16 of the town’s computer stations, offset in part by a decrease of \$4,640 in Service Agreements.

Insurance – Decrease of (\$31,640) due to reductions in both the Town’s overall Worker’s Compensation and Property Liability Insurance premiums.

Public Safety - Explained by BRUCE

The 2020 Budget request for Public Safety items is \$8,390,610 representing an increase of \$503,645 or 6.39% above the 2019 totals of \$7,886,965.

Main areas of change, aside from Salary increases due to COLA adjustments, staffing changes mentioned above, or increases in retirement and health insurance costs, include-

Police Department shows an overall increase of \$54,065 due to a full year of salaries impacts from 2019 increases as well as 3.0% COLA for non-union employees in 2020 and step increases (\$15,050) across the department. Overall operating budget, outside of salary and benefit increases, is up \$5,350 from 2019. Some items of note include \$12,100 more in Investigations (Camera purchase), \$34,490 in Vehicle Equipment (includes leasing of 5 new cruisers); offset by reductions of (\$40,750) in Equipment, (\$4,900) in Radio Communication, and (\$5,190) in Electricity.

Dispatch – Overall increase of \$15,715 which is attributed to overall salary and benefit impacts noted above as well as a \$2,645 increase in our cost for contracted fire dispatch services, and \$800 in office equipment (new dispatch chair)

Fire Department - shows an overall increase of \$402,665 – all of increase is due to salary and benefit increases, predominantly as a result of the full year cost of 4 new Firefighters hired in 2019. Note that the 2019 budget included a separate warrant article for \$336,000 to fund the cost of the new firefighters in 2019 therefore the real net increase combined from 2019 is less (\$402,665 - \$336,000). Overall operating budget, outside of salary and benefits, is down (\$15,215) due mostly to decreases in Vehicle and Ambulance Equipment (total of \$20,320 less), offset in part by increases in Radio Communication of \$7,200 (Antenna Replacements) and Fire Equipment of \$6,220 (Gas Meter replacements).

Emergency Management – Increase of \$5,800 which reflects the purchase of a generator for the town’s communication tower. The overall cost of the generator is \$15,000, 50% of which would be offset by an emergency operations grant.

Highways, Streets and Bridges - Explained by ROSS

The 2020 Budget request for Highway items is \$1,176,750 representing a decrease of (\$80,645) or (6.41%) below the 2019 totals of \$1,257,395.

Main areas of change, aside from Salary increases due to COLA adjustments, staffing changes mentioned above, or increases in retirement and health insurance costs, include-

Highway Department shows a decrease of (\$79,565), almost all of which is due to the staffing realignment discussed in the General Notes (#8). Operating budget also shows decrease of (\$29,560) due to (\$10,000) less in Property Maintenance (gutter project not being duplicated from 2019), (\$8,780) in Summer Maintenance, and (\$2,900) in Vehicle Fuel.

Solid Waste Disposal - Explained by ROGER

The 2020 Budget request for Solid Waste items is \$1,244,600 representing an increase of \$195,810 or 18.67% above the 2019 totals of \$1,048,790.

Main areas of change, aside from Salary increases due to COLA adjustments, staffing changes mentioned above, or increases in retirement and health insurance costs, include-

Solid Waste - Increase of \$195,810. Salary and benefits show an increase of \$118,970 from 2019 both due to the wage adjustments granted in 2019 as well as the impact of the staffing realignments made from last year (see General Note #8 above). Operationally, the areas of Contracted Services, Waste Removal, and Demolition Removal reflect significant increases due to rate increases to dispose of recycling, waste materials, and demolition respectively - \$19,380, \$13,330, and \$13,150 more across these three areas. Also Vehicle Equipment is up \$24,210 reflective of the cost to lease a new transfer trailer, and Equipment up \$25,940 for leasing a new loader (both paid over three years).

Health and Human Services - Explained by JOEL

The 2020 Budget request for Health and Human Service items is \$50,475 representing a decrease of (\$635) or (1.24%) below the 2019 totals of \$51,110.

Health - Shows decrease of (\$635) due to a decrease of (\$750) in the Miscellaneous Account and a \$115 increase for the Meals on Wheels program.

General Assistance (Welfare) - Explained by JOEL

The 2020 Budget request for Welfare Service items is \$45,540 representing an increase of \$5,000 or 12.33% above the 2019 totals of \$40,540.

Welfare – Shows increase of \$5,000 due to an increase of \$2,500 in our contribution to the Family Promise Program and \$2,500 to the Isaiah 58 program, both representing new requests for 2020.

Culture and Recreation - Explained by ROSS

The 2020 Budget request for Culture and Recreation items is \$1,691,755 representing an increase of \$85,110 or 5.30% above the 2019 totals of \$1,606,645.

Main areas of change, aside from Salary increases due to COLA adjustments, staffing changes mentioned above, or increases in retirement and health insurance costs, include-

Library - increase of \$74,595 all due to increases in salaries and benefits as noted under the General Notes. Operating budget lines have decreased a combined (\$2,370) from 2019.

Recreation – increase of \$12,610 due to increases in salaries and benefits as noted under the General Notes. Operating budget lines have increase slightly at a combined \$840 from 2019.

Historic District Commission – Shows a decrease of (\$1,700) in Miscellaneous Expenses.

Conservation Commission – Shows no line item changes.

Senior Center – Budget decrease of (\$260) due to lower electricity costs.

Cable - budget decrease of (\$135) due mainly to a (\$7,215) decrease in benefit costs, offset by \$6,910 increase in salary and retirement costs.

Explained by BRUCE

TAN Interest -

The 2020 Budget request for TAN Interest is \$500 representing a \$0 increase or 0.00% from 2019.

The intent of these funds is to provide a small amount to cover possible borrowing needs for a short term duration if taxes are delayed or do not come in as quickly as needed.

Explained by BRUCE

Long Term Debt -

Notes due include: (interest rates in parenthesis)

(1) **Fire Quint** - principal \$ 83,668.32 - interest \$ 12,917.82 (2.45%) total \$ 96,586.14 - 3rd of 10 payments

Note: The Fire Quint, with associated equipment, was purchased in 2017 through an appropriation of \$850,000, all of which was bonded over a period of ten (10) years at 2.45%.

(2) **Land Purchase – Clyde Pond** - principal \$ 158,182.57 - interest \$ 46,806.95 (2.14%) total \$ 204,989.52 - 1st of 15 payments

Note: The Land Purchase was made in 2019 through an appropriation of \$2,000,000, all of which was bonded over a period of fifteen (15) years at 2.14%. It is anticipated that bond payments will be reimbursed by the Conservation Commission through use of their Land Acquisition fund as long as funds remain available

(3) **Water Allocation - MSDC** - principal \$ 60,541.73 - interest \$ 16,687.62 (2.13%) total \$ 77,229.35 - 1st of 15 payments

Note: The Water Allocation – MSDC of 200,000 gallons of water was purchased in 2019 through an appropriation of \$715,000, all of which was bonded over a period of fifteen (15) years at 2.13%. In its anticipated that in time the fees collected from Users of the Water will partially cover the cost of this bond over time.

(4) **Transfer Station Truck**- principal \$ 48,644.53 - interest \$ 1,639.91 (1.67%) total \$ 50,284.44 - 1st of 2 payments

Note: TS Truck was purchased in 2019 through an appropriation of \$130,000, \$96,500 of which was bonded over a period of two (2) years at 1.67%.

Explained by HEATH

Capital Outlay – Road Improvements - \$300,000 –

Note: This article is part of the Capital Improvement Program. Funds to be used towards the improvements being made to a road needing large scale reconstruction or improvements. Portions of Londonderry, Castlehill, Marblehead, Oriole, Bedros, and Kent will be projects for 2020.

END OF DOCUMENT