

February 13, 2024

**Operating Budget
Public Hearing**



**General Fund Detail by
Department**

TOWN OF HENNIKER
4130 Executive
2024 Budget Request Details

Rev 1705.01 Function: General Government. Department Function Account 4130 Executive shall be for expenditures related to the executive branch of government including services provided by: Selectmen; Managers; Administrative Assistants; and Support staff. Includes general administrative; town meeting; communications.

Note – Town administrative staff including wages and related benefits and phone reimbursement have been reclassified from 4150 to this function.

4110 Full Time Wages **\$195,159**

- Includes TA, Exec Assist, Land Use/Gen Assist
- Request to change status of PT Land Use/Gen. Admin Assistant to full-time status 37.5 hours effective first pay period in April. Gross wage cost to increase hours by 7.5 for $\frac{3}{4}$ of year is \$5,259 (including merit and COLA adjustment). Total estimated budget impact to change position from PT to FT is **\$17,378** (including wages, taxes and benefits)
- Gross wage merit adjustment 3.5% = full time and 2% TA (contract negotiation TBD 2% merit $\frac{3}{4}$ of year used for budget purpose) = \$3,806
- Gross wage COLA 2% adjustment effective 1st pay date 2024 = \$1,848

4111 Part Time Wages **\$7,073**

Wages of part time administrative staff – 13 weeks @ 30hrs per week

4115 Selectmen Stipend **\$7,500**

5 Selectmen @ \$1,500.00 each

4140 Overtime **\$1,000**

Edited budget to include a contingency for overtime for unplanned absences or emergency projects

4211 Benefit Insurance **\$66,006**

Benefits for full time staff

4220 FICA **\$16,121**

Social Security and Medicare tax = 7.65% of Gross Wages of full time, part time, Selectmen, and Trustees

4230 Retirement **\$12,096**

NHRS for full time staff, 13.53% of wages

4231 TA Retirement **\$14,595**

Retirement for Town Administrator 13.53% of wages

4330 Tuition Reimbursement **\$ 7,500**

Tuition reimbursement pool – **all eligible employees** may request tuition reimbursement for course work subject matter related to work

**TOWN OF HENNIKER
4130 Executive
2024 Budget Request Details**

4341 Telephone		\$900
	TA Monthly phone reimbursement \$75/month	
4550 Printing		\$ 500
	Letterhead, envelopes, and business cards, other special printing	
4552 Annual Report		\$ 2,900
	Cost of printing annual report	
4560 Dues/Memberships		\$ 850
	NHGFOA, NHMMA, ICMA, NHAOO	
4570 Advertising		\$ 1,800
	General advertising. Legal notices, public hearing notices, help wanted advertisements, committee member searches, purchase bidding notices.	
4610 Selectmen Expense		\$ 2,000
	Expenses as designated by the Board of Selectmen, conferences, special events, staff development and recognition.	
4614 Loss Prevention		\$ 300
	Joint Loss Management Committee aka Safety Committee training, printing, meeting expenses	
4615 Historic District		\$ 1
	Historic District Advisory Committee meeting expenses.	
4620 Office Supplies		\$ 4,000
	General office supplies; copy paper, binders, paper clips, ink, toner cartridges, generic envelopes, storage binders.	
4625 Postage		\$ 1,000
	General office mailing, public hearing notices, misc.	
4637 Mileage		\$ 500
	Employee travel which is reimbursed at the current government rate in cents per mile.	
4810 Information Technology – Software		\$13,090
	Town Hall streams is \$4,200 and CivicPlus Website renewal of URL 3,000 and town meeting production \$6,200	

TOTAL REQUESTED... .. \$355,201

TOWN OF HENNIKER
4140 Town Clerk
2024 Budget Request Details
Rev. 01.11.24

CHAPTER Rev 1700 Account 4140:election, registration and vital statistics, shall be for expenditures related to voting, statistical and census activities conducted by town or city clerks and their support staffs;

DESCRIPTION	2024 BUDGET REQUEST
4140-4111 Wages Deputy Town Clerk: Half wage of the combined Deputy Town Clerk/Tax Collector wages.	21537
4140-4130 Wages Town Clerk: Half the yearly compensation of elected combined Town Clerk/Tax Collector.	34561
4140-4140 Overtime: Overtime wages attributed to Town Clerk process.	1556
4140-4211 Benefit Insurance: One half of the benefit insurance for the Town Clerk and Deputy Town Clerk.	25131
4140-4220 FICA: One half of social security tax of 6.2% and Medicare tax of 1.45%.	4411
4140-4230 Retirement: One half of the retirement cost of the Town Clerk and Deputy Town Clerk.	7801
4140-4240 Training/Seminars: Required trainings/conferences of the Town Clerk and Deputy Town Clerk. Due to the ever-changing regulations, we are required to maintain our certifications to continue to be a municipal agent of motor vehicles and vital records and election officials.	1500
4140-4560 Dues/Memberships: Annual fees to the Town Clerk's association.	60
4140-4570 Advertising: Notices that may be required to present to the public, like office closings, change in hours, or some item the State may require us to post.	200
4140-4620 Office Supplies: Ink, toner, and normal office supplies for this office. This budget also pays for letter head and envelopes.	1400
4140-4625 Postage: Postage to correspond with various agencies and mailing out motor vehicle renewal notices.	2500

TOWN OF HENNIKER
4140 Town Clerk
 2024 Budget Request Details
 Rev. 01.11.24

DESCRIPTION	2024 BUDGET REQUEST
4140-4637 Mileage: Transportation costs associated with attending trainings and driving to/from bank and post office. Mileage is reimbursed at the current IRS rate.	550
4140-4810 Information Tech: Software support of Interware Clerk Works (Avenu) Town Clerk software and IT support from Mirador.	4930
4140-4814 Photocopy Expense: Shares in the copier expenses including maintenance contract, paper and toner	490
4140-4815 Printer Usage: Monthly cost of printer usage based on number of pages printed.	705
4140-4832 Animal Licenses: Pays for the animal registration tags that are paid for with animal registration fees.	450
Total Requested	107782

TOWN OF HENNIKER
4141 Elections
2024 Budget Request Details
Rev. 01.11.24

Rev 1705.01 Function: General Government Account 4140: election, registration, and vital statistics, shall be for expenditures related to voting, statistical and census activities conducted by town or city clerks and their support staffs.

The town classifies **election related expenses in department function 4141**. The Town Clerk, Supervisors of the Checklist and Town Moderator coordinate with the Finance department to develop the election budget. Some subitems in this budget function have been reclassified to distinguish employee wages from elected government officials and better align with the town chart of accounts.

2024 will have 4 elections and a Town Meeting: January Primary, March local election and town meeting, September State Primary, November General Election.

4141-4110-000 FT Deputy Town Clerk Wages: 4 elections plus Town Meeting 32 hours of service at a regular hourly rate and 35 hours at overtime rate.	\$1,780
4141-4110-001 FT Transfer Station Employees: 4 elections set up and break down. 4 service hours per election at OT rate	\$ 759
4141-4111-000 PT Ballot Clerk Wages: other election workers approved by the Moderator. 4 elections with a total of 56 hours of service at \$9.00 per hour.	\$6,048
4141-4115-000 Supervisors of the Checklist: Supervisors of Checklist are elected officials. 3 official * \$1,300 each	\$3,900
4141-4220 FICA/Medicare: employer payroll taxes 7.65% on all wages and stipends	\$955
4141-4230 Retirement: NHRS 13.53% associated with full time employee wages	\$344
4141-4570 Advertising: Newspaper advertisements announcing when the Supervisors are in session accepting voter changes. 4 x \$50 per advertisement	\$200
4141-4620 Election Supplies : Supplies needed to perform the voting business including pencils, voting, note cards for voting, envelopes, signs.	\$200
4141-4625 Postage: Postage for notices to voters, notices to other towns, absentee ballots, checklist mailings.	\$700
4141-4690 Election Expenses Other: meals for election workers.	\$1,000
4141-4740 Election Equipment – scanner tools, accessories for laptops, voting machine replacement, booths. New ballot machine and laptop for Supervisors.	\$8,000
4141-4802 Ballots – Printing of Town ballots and coding of the ballot machine.	\$6,000
4141-4803 Voting Booth Maintenance – Repair/maintenance of voting booths.	\$100
TOTAL REQUESTED	\$29,986.00

**TOWN OF HENNIKER
4142 Tax Map
2024 Budget Request Details**

4412-4312 Cartographer **\$2,400**

Annual tax map maintenance contract with Cartographic Associates

4412-4400 Digital Mapping Updates **\$2,300**

Annual digital map maintenance contract, which covers updating the online maps and all costs associated with hosting and maintaining the digital map service. \$575 per quarter $\$575 \times 4 = \$2,300$

4412-4550 Printing **\$250**

Cost of printing the tax maps for Town use and also for resale

Total Requested.....\$4,950

TOWN OF HENNIKER
4150 Finance Administration
2024 Budget Request Details

Financial administration, shall be for expenditures related to the financial and business functions of the government including: (1) Accounting; (2) Budgeting; (3) Treasury; (4) Tax collecting; (5) Auditing;(6) Purchasing;(7) Business systems; and (8) Information technology;

<u>4110</u>	<u>Wages Full Time</u> Finance Director, Finance Assistant	<u>\$127,211</u>
<u>4113</u>	<u>Wages Part Time</u> Finance part-time to fill in for absence.	<u>\$1</u>
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<u>4115-001</u>	<u>Treasurer Stipend</u>	<u>\$1,500</u>
<u>4115-002</u>	<u>Treasurer Deputy Stipend</u>	<u>\$100</u>
<u>4115-003</u>	<u>Trustees of Trust Fund Stipend</u>	<u>\$900</u>
<hr/>		
<u>4211</u>	<u>Benefit Insurances</u> Health, Dental, Life, LTD/STD	<u>\$16,520</u>
<u>4220</u>	<u>Fica/Medi</u> Social Security taxes of 6.2% and Medicare taxes of 1.45%	<u>\$10,486</u>
<u>4230</u>	<u>Retirement</u> Employer portion of NH Retirement for full time employees Group 1 13.53%	<u>\$18,208</u>
<u>4240</u>	<u>Training/Seminars</u> Conferences and Training – For finance, trustees, treasurer	<u>\$ 1,000</u>
<u>4301</u>	<u>Consultant – Auditor</u> The budget for the annual financial audit and GASB compliant financial statements is \$14,500. Gasb 75 report \$1,500 per year.	<u>\$16,000</u>
<u>4310</u>	<u>Consultant – Robert Half</u> Cost of temporary finance help for 2 months of the year.	<u>\$4,850</u>
<u>4341</u>	<u>Telecom</u> Business system for internet and telecom. TDS for the internet service, and fax lines into the Town Hall 170/mth TPX voip service voice, telephone messaging into Town Hall 250/mth; Finance cell reimbursement \$75/month.	<u>\$6,000</u>

TOWN OF HENNIKER
4150 Finance Administration
2024 Budget Request Details

4550	Printing	\$1,000
	Accounting disbursement checks and envelopes	
4560	Dues/Memberships	\$200
	NH Government Finance Officers	
4620	Office Supplies	\$500
	Binders and misc. supplies	
4625	Postage	\$6,200
	Accounts payable and other financial postage 1900 checks per year at .68cents per piece; postage machine leasing	
4637	Mileage	\$500
	Employee travel which is reimbursed at the government rate per mile .65	
4740	Equipment Purchase	\$1,000
	Small office equipment purchases, such as printers, electronic hole punches, electric staplers.	
4810-001	Information Technology - Software	\$15,000
	BS & A, the accounting software at \$15,000.	
4810-002	Information Technology – Contract IT support	\$16,692
	Mirador IT services not allocated to other departments 24/7 support/email/cybersecurity/ms365/adobe	
4815	Copier Maintenance	\$1,650
	2 printer copiers owned. 1 is a 2010 and will need replacement in the next few years. Maintenance contracts, toner and parts.	
Total Requested.....		\$245,518

TOWN OF HENNIKER
4151 Tax Collector
2024 Budget Request Details
Rev 01.11.24

CHAPTER Rev 1700 (c) Account 4150, financial administration, shall be for expenditures related to the financial and business functions of the government including: (1) Accounting;(2) Budgeting;(3) Treasury;**(4) Tax collecting;**(5) Auditing;(6) Purchasing;(7) Business systems; and (8) Information technology;

The town classifies the Tax Collection Department in accounting function 4151.

The total year over year increase is \$20,505. Primary factors are employee benefit election changes. Items reclassified research; information technology software and vendor from department code 4150 Finance total \$11,622. The net change is \$8,883.

Description	2024 Budget
4151-4111 Wages Deputy Tax Collector: Half wage of the combined Deputy/Town Clerk/Tax Collector.	21,537
4151-4130 Compensation Tax Collector: Half the yearly compensation of elected combined Town Clerk/Tax Collector position.	34,561
4151-4140 Overtime: Overtime wages attributed to Tax Collector process.	1,556
4140-4211 Benefit Insurance: One half of the benefit insurance for the Tax Collector and Deputy Tax Collector. Increase of \$11,052 over prior period.	25,132
4140-4220 FICA: Employer portion of social security tax 6.2% and Medicare 1.45% of gross wage	4,411
4140-4230 Retirement: One half of the retirement cost of the Tax Collector and Deputy Tax Collector. 13.53% of gross wage	7,801
4151-4240 Training Seminar: Required trainings/conferences	1,000
4151-4560 Dues/Memberships: Annual fees to the Tax Collectors Association.	60
4151-4570 Advertising: Public notices. Examples - office closings, change in hours, or item required by law.	200
4151-4620 Office Supplies: Ink, toner, and normal office supplies for this office.	1,300
4151-4625 Postage:	5,000

TOWN OF HENNIKER
4151 Tax Collector
 2024 Budget Request Details
 Rev 01.11.24

Description	2024 Budget
Postage for property tax bills, certified letters for lien and deed notices.	
4151-4637 Mileage: Transportation costs associated with attending trainings and driving to/from bank and post office. Mileage is reimbursed at the current IRS rate.	350
4140-4810 Computer License Maintenance: Software support of Avitar, Invoice Cloud and IT support from Mirador Reclassified from 4150	6,281
4151-4814 Photocopy Expense: Shares in the copier expenses including maintenance contract, paper and toner.	500
4151-4825 County Registry: Fees associated with the filing of tax liens and notices that the Merrimack County Registry charges the Town. Reclassified from 4150	700
4151-4827 Lien Research: Fees for researching properties for lien and deed purposes. Reclassified from 4150	4,300
Total Requested	114,689

TOWN OF HENNIKER
Dept 4152 Assessing
2024 Budget Request Details

CHAPTER Rev 1700 Account 4152, property assessment, shall be for expenditures related to the valuation of real property, including but not limited to:
(1) Revaluation of real property; and (2) Assessing;

All Items reclassified from departments 4150 and 4240 for expenditures related to the valuation of real property, including but not limited to:
(1) Revaluation of real property; and (2) Assessing – Total reclassified \$46,100 for **net increase = \$9,300**

4312-001 Consultant – General Assessing	
Year 2 of 5-year Contract Assessing & Cycle Inspection \$3,275/month – annual changes, pick-ups, meetings, abatements, data processing cycled inspection 25% (approx. 597 records) – reclassified from 4150 Finance	39,300
4312-002 Consultant – Utility Assessing	
Contract services valuation of utility properties (cell towers, poles, Eversource, telecom) – reclassified from 4150 Finance	10,000
4312-003 Consultant – Timber Assessing	
Consultant for valuation of timber - reclassified from 4240 Code	600
4810-000 Information Technology	
Software support Assessing \$3,410 and Building Permit Software \$1,610, misc. support add-on \$480 – reclassified from 4150	5,500
Total Requested	55,400

TOWN OF HENNIKER
4153 Legal
2024 Budget Request Details

CHAPTER Rev 1700 Account 4153: legal expense, shall be for expenditures related to legal functions of the municipality, including, but not limited to:(1) Legal defense;(2) Ordinance drafting;(3) Legal advice; and(4) Interpretations of statutes, contracts, and other technical services;

No change to this budget over previous period

4153-4320-000 Legal Fees - General **\$10,000**

Fees paid to the attorney for assistance with legal matters, agreements, contracts, review of annual warrants, personnel matters and policies.

4153-4320-001 Legal Fees - PSNH **\$20,000**

Fees paid to the attorney for assistance with utility appeal matters

4153-4320-002 Legal Fees - Code **\$5,000**

Fees paid to the attorney for assistance with code violation matters

4153-4320-003 Legal Fees - Deeding **\$5,000**

Fees paid to the attorney for assistance with property tax deeding process

Total Requested.....\$ 40,000

TOWN OF HENNIKER
DEPT 4191 Planning
2024 Budget Request Details

CHAPTER Rev 1700 Account 4191, planning and zoning, shall be for expenditures related to the control of land use and management of community resources including: (1) Master planning; and (2) Zoning;
Information Technology has been reclassified from 4150 Finance for a net increase of \$0

Description	2024 Budget
<u>4191-4110 Wages</u>	
Minute taker wages.	1,500
<u>4191-4220 FICA</u>	
Employer portion of the social security/medicare tax (7.65% x \$1,500 wages).	115
<u>4191-4240 Training/Seminars</u>	
Training and conference expenses for the planning board members.	250
<u>4191-4390 Consultant Fees</u>	
Office hours, meeting time, and review time of hired Town Planer along with code issues and strategic planning for the Town.	21,450
<u>4191-4560 Dues/Memberships</u>	
Membership dues for regional planning commission. Membership is based on population which the NH Office of Strategic Initiatives.	5,907
<u>4191-4570 Advertising</u>	
Legal notices and advertising for client cases. Costs are reimbursed by applicants from planning board fees.	1,000
<u>4191-4620 Office Supplies</u>	
Specialty plan signing pens, paper needed for administration of planning activities.	300
<u>4191-4625 Postage</u>	
Mailings, correspondence, and applicant postage. Costs are reimbursed by applicants from planning board fees.	100
<u>4191-4810 Information Technology</u>	
Email, software, tech support from IT vendors . Reclassified from 4150 Finance	1,104
Total Requested	31,726

**TOWN OF HENNIKER
DEPT 4192 Zoning
2024 Budget Request Details**

CHAPTER Rev 1700 Account 4191, planning and zoning, shall be for expenditures related to the control of land use and management of community resources including: (1) Master planning; and (2) Zoning;
The town classifies Zoning Board expenses in accounting code 4192.

The net year-over-year change is \$0.

Description	<u>2024 Budget</u>
<u>4192-4110 Wages</u>	
Minute taker wages.	600
<u>4192-4220 FICA</u>	
Employer portion of the social security/medicare tax (7.65% x \$600 wages).	46
<u>4192-4390 Consultant Fees</u>	
Office hours, meeting time, and review time of the planning consultant.	3,000
<u>4192-4391 Legal Fees</u>	
Legal fees when a zoning board decision is brought to court.	800
<u>4192-4570 Advertising</u>	
Legal notices and advertising for client cases. Costs are reimbursed by applicants from zoning board fees.	300
<u>4191-4620 Office Supplies</u>	
Specialty plan signing pens, paper, and materials needed for administration of zoning activities.	225
<u>4192-4625 Postage</u>	
Zoning mailings, correspondence, and applicant postage. Costs are reimbursed from zoning board fees.	300
Total Requested	5,271

TOWN OF HENNIKER
Dept 4194 General Government Building
2024 Budget Request Details
Rev 01.11.24

Function 4194 is for expenditures related to the maintenance, repairs and protection of general governmental buildings not included in other departmental budget Includes wages for winter snow and ice removal of all town buildings **(EXCLUDES PARKS)**

Power purchase agreement for supplier services is .1157 per kWh up from .08145

Propane 1.439/gal #2 Heating oil 3.419/gal

Wages and benefits are estimated on % of work performed by Transfer Station employees

Town Hall (100): All finance and administrative services of the town and meeting room

Grange (200): Main floor welfare/human services department office hours; Athletic, Conservation and other town body meetings; AA meetings and other social functions per rental policy. Lower-level Food Pantry, Athletic storage, heating system.

Community Building (300): Selectboard, Planning and Zoning Meetings; social and entertainment functions per rental policy

Reclassified from 4150 Finance = \$64,952

Reclassified approximately 22% of Transfer Station wages, employment taxes, retirement and benefits for building maintenance = \$48,627

4194-4110-000 Wages Full Time	
Full time wages attributable to building repair & maintenance, ice/snow Town Hall, Grange, Community Center; Ice/snow removal for Main St. stairs to parking, sidewalks, Library, Police Station.	15,092
4194-4112-000 Wages Part Time	
Part time wages attributable to building repair & maintenance, ice/snow Town Hall, Grange, Community Center; Ice/snow removal for Main St. stairs to parking, sidewalks, Library, Police Station. Includes wages for PT Superintendent previously budgeted in full time wages	24,947
4194-4140-000 Wages Over Time	
Over time wages attributable to building repair & maintenance, ice/snow Town Hall, Grange, Community Center; Ice/snow removal for Main St. stairs to parking, sidewalks, Library, Police Station.	5417
4194-4211-000 Benefit Insurance	
Proportionate insurance benefit attributable to wages	2,150
4194-4220-000 FICA/Medicare	
Social Security taxes of 6.2% and Medicare taxes of 1.45%	3477
4194-4230-000 Retirement	
Group I 13.53% of FT wage	2775

TOWN OF HENNIKER
Dept 4194 General Government Building
2024 Budget Request Details
Rev 01.11.24

4194-4341-300 Phone/Internet Community Center	
Phone and Internet Connectivity for the Community Center is essential to operate the alarm system on the fire panel; monitor a/c system; meeting internet connectivity. \$136 per month x 12 months = \$1635	1,635
4194-4409-100 Custodial Service – Town Hall	
Town hall cleaning service	6,480
4194-4409-200 Custodial Service – Grange	
Grange cleaning service (does not include Food Pantry)	5,400
4194-4409-300 Custodial Service – Community	
Community Center cleaning service includes lower-level function room	3,000
4194-4410-100 Electricity - Town Hall	
The average monthly bill for the previous 12 months \$211.21 + increase to supplier chrg .03 per kWh (\$600/yr)	3,600
4194-4410-200 Electricity - Grange	
The Grange usage averages \$116.00 per month = \$1,389 + increase to supplier chrg .03 per kWh (\$325/yr)	1,750
4194-4410-300 Electricity - Community Center	
The community center electric includes the lower level “teen room” and upper hall. 2023 improvements to thermostat controls for furnace and electric a/c lowered electric usage. The mini-split in the teen room should be used for heat/ac rather than baseboard for additional energy savings. 12 month = 4,250.24 and outside parking lot light (\$58/month = \$696). We expect to see usage for coldest weather months to decrease.	5,000
4194-4411-100 Heat – Town Hall	
1,700 gallons #2 @ 3.419 + contingency	6,000
4194-4411-200 Heat - Grange	
1700 gallons of propane Requested 1700*1.439	2,500
4194-4411-300 Heat - Community Center	
250 gallons propane @ 1.439	500
4194-4412-100 Water/Sewer - Town Hall	

TOWN OF HENNIKER
Dept 4194 General Government Building
 2024 Budget Request Details
 Rev 01.11.24

4x water @ 163.80 2x Wastewater @ 240	1,135
4194-4412-200 Water/Sewer - Grange	
	800
4194-4412-300 Water/Sewer - Community Center	
	1,000
4194-4414-100 Alarm - Town Hall	
Includes fire/intrusion monitor and service calls	1,000
4194-4414-200 Alarm - Grange	
Fire alarm monitor and service calls.	500
4194-4414-300 Alarm - Community Center	
Fire alarm monitor and service calls..	500
4194-4430-100 Building Repairs/Maintenance – Town Hall	
General building maintenance at the Town Hall. Insect/rodent control at \$77 per month or \$924. Examples of other intended uses: heating system repairs, plumbing repairs, electrical maintenance, and structure repairs, flooring, int paint	5,000
4194-4458-200 Building Repairs/Maintenance - Grange	
This budget covers all heating system, plumbing, building and electrical repairs. Includes painting, lighting, light plumbing, light electrical, concrete work, general carpentry.	1,000
4194-4458-300 Building Repairs/Maintenance - Community Center	
This budget covers all heating system, plumbing, building and electrical repairs. Includes painting, lighting, light plumbing, light electrical, concrete work, general carpentry.	1,500
4194-4434-100 Supplies – Town Hall	
Custodial, medical, and other supplies for restrooms, kitchen, cleaning.	1,600
4194-4434-200 Supplies – Grange	
Custodial, medical, and other supplies for restrooms and general cleaning.	500

TOWN OF HENNIKER
Dept 4194 General Government Building
 2024 Budget Request Details
 Rev 01.11.24

4194-4434-300 Supplies – Community Center	
Custodial, medical, and other supplies for restrooms and general cleaning includes lower-level function room.	500
4194-4740-100 Equipment – Town Hall	
Ergo desks, chairs; contingency for appliance other misc. replacement	1,000
4194-4740-200 Equipment - Grange	
Furniture; audio/visual for meetings; not associated with welfare human services	1,000
4194-4740-300 Equipment – Community Center	
Furniture; audio/visual for meetings; lower level function room	1,000
Total Requested.....\$	107,758

TOWN OF HENNIKER
DEPT 4195 Cemeteries
2024 Budget Request Details

Rev 1705.01 Function: General Government. (i) Account 4195, cemeteries, shall be for expenditures related to the care and maintenance of public cemeteries;

4195-4650 Ground Maintenance: This budget supplements the perpetual care monies that the cemetery committee pays out for the maintenance of the cemeteries.

Budget requested: \$ 11,780

4195-4655 Stone Repair: This budget is being requested to repair the broken stones. 10 stones per year due to the volume of repairs needed.

Budget Requested \$3,250

4195-4657 Tree Removal : This budget is being requested to remove unsafe tree problems and preventative pruning. Additionally, Plummer cemetery; 3 very large white oak trees, one measuring over 13ft in circumference, tree removal to encompass site work preparation for crane, all crane fees, tree company, labor and clean up.

(See attached)

Budget Requested \$19,500

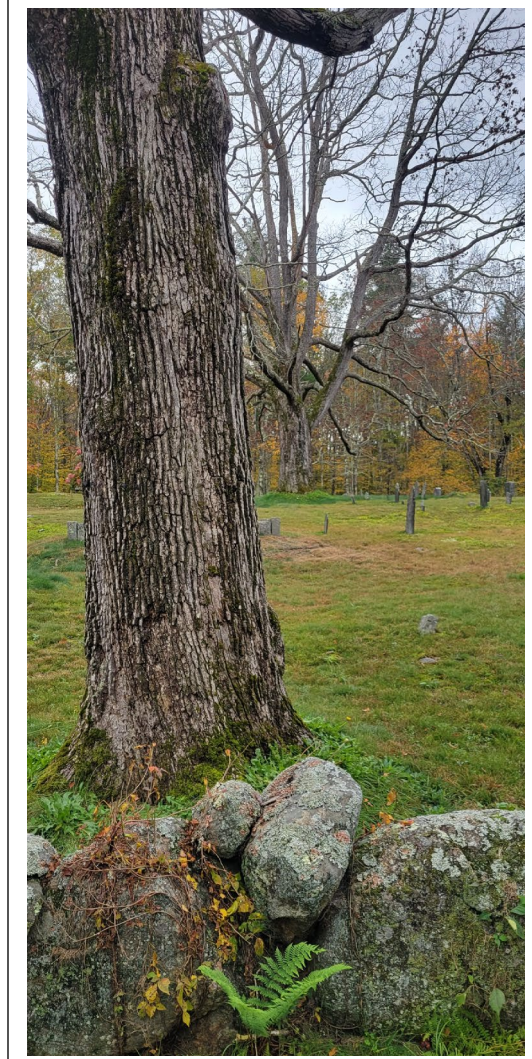
4195-4660 Repairs: General repairs, cemetery name signs.

Budget Requested \$500

Total Budget Requested \$35,030

TOWN OF HENNIKER
DEPT 4195 Cemeteries
2024 Budget Request Details

Plummer Cemetery Trees for removal:



TOWN OF HENNIKER
4196 Insurance
2024 Budget Request Details

Rev 1705.01 Function: General Government. (j) Account 4196, insurance not otherwise allocated, shall be for expenditures for insurance coverage not allocated to other programs;

The town's workers' compensation, property, liability and unemployment insurance is acquired through [Primex](#). Primex³ is a Not-For-Profit Public Entity Risk Pool. A pooled risk management program is a unique system set up to help local governmental entities meet coverage needs together in an affordable and efficient way. The town is entitled to all the statutory and common law immunities and protections afforded under NH law. Pooling means rate stability through fair and equitable pricing that fosters long-term member commitment. Operating surplus is determined through an annual audit and returned to coverage program participants, effectively lowering coverage costs. Human Resources & Legal consultation services are available at no additional cost. Primex³ staff provide training, guidance and assistance on many employment, contract, and public entity liability matters to manage risk, prevent and mitigate claims.

4520 Workers Compensation Insurance \$55,573

The attached renewal letter indicates a member contribution 10% increase over 2023 to a total of \$59,990. The increase is primarily due to recent legislation that provides extended coverage for firefighter cancer claims. The total contribution is prorated to Wastewater (\$2,915) and Cogswell Spring Waterworks (\$1,184) and Tucker Free Library of \$318. Member renewal January 1 to December 31, 2024

4522 Property and Liability Insurance \$111,192

The attached renewal letter indicates a member contribution of \$132,389, a 7% increase from 2023. The total contribution is prorated Wastewater \$12,423 and Cogswell Spring Waterworks (\$8,774). Primary driver in increase is reinsurance market remains hard due to US and worldwide catastrophic weather, inflation, actuarially determined loss estimates. Member renewal July 1, 2024 to June 30, 2025

4523 Unemployment Insurance \$909

See the attached renewal letter. Primex³ offers members cost-effective coverage and the expertise they need to manage claims. The town does not need to file paperwork or appeals. Member contribution of \$909 represents a reduction of -6.6% over 2023. Member renewal January 1 to December 31, 2024

4524 Insurance Deductible \$2,000

Our property and automobile deductible is \$1,000 per occurrence. The vehicle windshield replacement deductible is only \$100. There is NO deductible for liability and cybersecurity claims.

Total Requested.....\$ 169,674

TOWN OF HENNIKER
4197 Municipal Dues
2024 Budget Request Details

4560 Municipal Dues

\$4,043

Annual dues to the NH Municipal Association. This group provides many services to the NH municipalities including legal advice, municipal advice, and various free training courses for all town departments.

We recommend future reclassification to Rev 1705.01 Function: General Government. (k) Account 4197, advertising and regional associations, shall be for expenditures related to:

- (1) Governmental advertising;
- (2) Activities to further the growth or development of the municipality; and
- (3) Participation in regional associations dedicated to these purposes; and

**TOWN OF HENNIKER
POLICE DEPARTMENT
2024 Budget Request Details**

Rev. 01/11/24

Rev 1705.02 Function: Public Safety. Expenditures related to the protection of persons and property shall be as follows: (a) Account 4210, police, shall be for expenditures related to law enforcement including: (1) Traffic control;(2) Protection of person and property;(3) Safety;(4) Criminal investigation; and (5) Other police functions.

4109	Wages Clerical 1 full time administrative assistant, 1 part time up to 20 hours per week	\$73,926
4110	Wages FT - Officer 9 full time police officers –	\$681,634
4111	Wages Part Time Officers Part-time officers to fill in schedule gaps	\$ 40,800
4112	Special Detail Wages Wages for details such as traffic control, special events. Offset by revenue billed to requesting agency. This amount cannot be easily predicted. We recommend a future warrant article for a Special Detail Revolving Fund	\$ 4,000
4120	Parking Enforcement Place holder for parking wages	\$1
4121	Crossing Guards 2 crossing guards for portion of school year	\$6,059
4140	Wages OT Over-time wages. No change requested.	\$25,000
4211	Benefit Insurance Health, dental, disability, life	\$215,312
4220	Fica/Medicare Fica 6.2% for non-police; Medicare 1.45% all employees	\$19,792
4230-000	Retirement Group 2 NHRS police 31.28%	\$2252,286

4230-001 Retirement Group 1
NHRS employee 13.53%

\$ 10,002

4240 Training

\$5,000

The State of NH has mandated an increase in training hours for each officer. NH PSTC has a limited number of training courses they offer; the training is typically once a year. It is often difficult to find trainings for veteran police officers that are a benefit to the agency so therefore we have to seek out and pay for trainings from private companies.

In 2021 we contracted with an online training agency Police One that has a vast library of training which has been approved by the New Hampshire Police Standards and Training Council. This company offers all the newly required training as well as every changing assortment of valuable training at a very reasonable cost. I am very pleased with the format and library available.

This line item covers training conference seminars such as the annual DARE conference, the NH Law Enforcement Administrative Professionals Association conference for annual training. The annual Domestic Violence Conference is also an annual conference which 1-2 Officers attend.

Our D.A.R.E. (Drug Abuse Resistance Education) instructor is attending a two-day conference designed for instructors. At this conference, the latest teaching techniques are introduced and reviewed. The instructors also discuss and review successes and failures of the past teaching year. The D.A.R.E. program has been a proven success in our town and is well accepted within the school system. It is imperative the D.A.R.E. instructor keep up to date on the latest teaching techniques. They must attend this training conference to keep their instructor certifications current.

4241 AMMUNITION

\$4,000

This line item is for the purchase of firearms ammunition. Both training ammunition and duty ammunition. We also purchase firearm cleaning supplies, and repair parts if needed. We are required to qualify with our firearms twice a year with pistol, rifle and shotgun. We also do additional training throughout the year to maintain proficiency. A new officer needs 1000 rounds of frangible ammunition to attend the police academy. Ammunition costs have fluctuated throughout the year which is why we shop around for the best prices.

4291 Uniforms

\$8,000

A good appearance commands respect, and is a source of pride for the officer, the department and the community. Unfortunately, police uniforms are very expensive. Worn and frayed shirts, pants and coats and boots must be replaced on a yearly basis. Leather gear, such as a gun belt, holster, handcuff case, ammunition pouches etc., are very expensive as well. To purchase a gun belt and all the items on it will easily cost in excess of \$300.00. A traditional duty hat will cost \$70.00; winter coats are approximately \$300.00; spring jackets are \$150.00. In addition, badges cost \$65.00, ties \$20.00, collar brass \$10.00 the list goes on. Ballistic vest is approximately \$700.00. Ballistic vests should be replaced every 5 years according to the manufacturers. We replaced several of the officers ballistic vests in 2019 which were long overdue. Although most of our uniforms are wash and wear. Items such as winter coats still need to be dry-cleaned and the department does and should pay the cost for this expense.

Each full-time officer is budgeted \$450 per year clothing budget and part time officers \$300.00 per year.

9 X \$450.00 = \$4050.00
4 X \$300.00 = \$1200.00
Ballistic Vest = \$700.00

TOTAL = \$5,950.00

- 4320 Prosecuting Attorney** **\$12,023**
This department has contracted with the Merrimack County Attorney's Office for prosecuting attorney services in the Hillsboro District Court. They normally prosecute all misdemeanor cases and juvenile cases, as well as any serious motor vehicle trials such as Reckless Operation. They answer all motions filed by defense attorneys and are available to our officers 24 hours a day for advice.
This service allows all of our officers to spend more time doing police work. If this service was ever discontinued, it would take another full-time officer to be trained in order to fill the role of prosecutor or we would have to hire an attorney to serve as our prosecutor which would cost at least \$75,000.00.
- 4341 Telephone** **\$10,500**
This expenditure pays for our phone service, internet, fax, mobile devices (cell phones cruiser laptops)
The internet service which was upgraded to fiber optic in 2017.
2018 was the first full year of the MDT
Our TDS phone service bill is approximately \$500.00 Monthly. \$500.00 x 12 Months = \$6,000.00
In 2019 I re-negotiated with Verizon to a different plan to lower our monthly bill. Our Verizon bill is now approximately \$275.00 a month. \$275 x 12 months = \$3,300.00
- 4342 Dispatch Phone Line** **\$1,200**
We have an emergency telephone extension 428-3212, which is answered at the Merrimack County Dispatch Center. This is the telephone line that the dispatchers receive all of the emergency calls on, whether it is directly from a Henniker resident or from the Statewide 911 emergency phone system. It should also be noted this cost includes the emergency call box located outside the police station that is a direct connection to the dispatch center.
- 4391 Towing** **\$500**
This line item is for towing, because even though the owner of a vehicle towed usually pays for the tow, from time to time we need to tow a vehicle as evidence or part of a search warrant. Occasionally, we may find it necessary to pay for a tow because the vehicle was towed in error, or it is one of our cruisers. We would use this line item to pay for short-term storage fees if the vehicle was impounded in connection with a criminal investigation or fatal accident.
- 4392 Assessment Center** **\$1,150**
This line item is used for mandatory psychological evaluations required by State Law as part of the hiring process. In 2023 we were able to get reimbursed from the State of NH for all the evaluations. Currently \$350 for each evaluation

439	Special Investigation	\$0
4394	Merrimack County Dispatch We are dispatched by the Merrimack County Communications Center and have been for more than 25 years. MC Dispatch has always provided us with a professional service, and we are very pleased. Any concerns or complaints we have are addressed in a timely fashion and we are afforded input relative as to how the center should operate. This year we have an increase which is directly related to the costs associated with upgrades to the Merrimack County dispatching hardware, software system and phone system. They provide us with a service, 24 hours a day, 365 days a year. There is an increase this year due to an increase in tech costs for that agency which are then passed along to the users in a percentage format. The more calls for service for a town/user the higher the cost.	\$54,570
4410	Electricity The Town of Henniker purchases power through a broker. Line adjusted for actual usage	\$4,886
4411	Heating Oil/Propane The town purchases oil and propane on an annual town wide bid. #2 1,200g at \$3.419	\$4,300
4412	Water/Sewer The police station building incurred 2 minimum bills of sewer at \$240 each period for 480 and \$356 for water. The balance of \$64 is for any usage deviation.	\$900
4430	Building Repair/Maintenance This line item is for repair and maintenance of the physical structure as well as the cosmetic appearance of the building. Examples of expenses would be furnace cleaning, air conditioning system repairs, garage door maintenance, paint, light bulbs, cleaning supplies etc. We also have a contract for maintenance and repair to our back-up electrical generator. The cost of this contract is approximately \$600.00 per year and is paid out of this line item	\$4,000
4431	Custodial Services The Town bids out the custodial service for town owned buildings. These services include washing, waxing and buffing the floors, cleaning and vacuuming the carpets, washing windows, dusting, emptying the trash, etc. 2024 quote 14 cleanings per month@60/each \$840/month.	\$10,080
4550	Printing During the course of the year, we need various forms, evidence tags, evidence bags, printed or purchased, business cards, envelopes. Approximately half of this line item is spent on the purchase of parking tickets, which we buy once a year.	\$500

- 4560 Dues/Memberships \$3,500**
 This line item is used to pay dues and membership fees to different organizations that we are affiliated with, such as, the Central NH Special Operations Unit which we joined in 2020. It covers dues for the Merrimack County Chiefs Association, DARE Officers Association, NH Law Enforcement Administrative Professionals Association.
 These organizations regularly develop and distribute sample Standard Operating Procedures for review by the membership. These SOP's generally conform to national accreditation standards. Many of them publish various magazines, which include articles on various law enforcement topics. We frequently use these publications as training tools.
- 4620 Office Supplies \$4,000**
 This line item is used to purchase all office supplies which include such things as pens, paper, paper clips, printer paper, stationary letterhead, printer ink, external thumb drives, writable discs, file folders, envelopes, storage boxes, etc.
 Our secretarial staff continues to work hard to reduce the amount of money spent in this line item. They constantly search for lower priced, comparable quality products to save the town money. For example, software upgrades and MDTs have reduced the amount of paper used for motor vehicle warnings that we previously printed ourselves.
- 4625 Postage \$600**
 We have a lot of written communications that are mailed from our agency daily. One of the costliest postage fees is when we are forced to mail registered mail, return receipt required. In addition, when we make a drug arrest, we must forward the drugs to the state lab for analysis, when the results are received, we must send the defendant a certified letter with the results with a return receipt. The cost of these mailings is now \$7.83 for each letter.
- 4635 Vehicle Fuel \$14,500**
 Unfortunately, there is no way to predict what fuel prices will do in 2024. It cost approximately \$1,200.00 per month in 2023 to run our cruisers and the outlook for energy appears to point to higher prices in 2024.
 It is important to point out our department does everything reasonable to maintain the cost of our fuel line item. During the spring, summer and fall months, when proper coverage allows, we utilize bicycle patrol and foot patrol in the center of town, which keeps one of the cruisers off the road for several hours. The officers are required to do directed patrols, on each shift, which usually results in them doing stationary radar on different roads in town. Again, this is a cost savings as the cruiser is stationary. However, we still have 95 miles of road that we need to patrol on a regular basis to ensure the safety and security of our citizens, which requires hundreds of miles of patrol in the cruisers each week.
- 4637 Blood Test/Intoxilyzer/Mileage \$1,250**
 The Intoxilyzer machine is a breath-testing machine used to determine the alcohol content in a person's system most commonly in a DUI arrest. Although the Intoxilyzer is the property of the State of NH, we use it and keep it at our station. We are responsible to purchase the supplies to run it. The State of New Hampshire has eliminated the law requiring breath sample capturing for breath tests, however, we still need the test tickets and mouth pieces for the ensuing year.
 We have to pay for blood draws associated with a DUI arrest or some other criminal investigation. Concord Hospital currently charges us \$100 per blood draw. We also have to pay a licensed phlebotomist to respond to the police station for blood draws.

The New Hampshire State Law mandates blood samples be taken on the operators of vehicles involved in either serious bodily injury or fatal accidents (RSA 265-A:16).

The department is also equipped with portable breath testing units. These units require disposable mouth pieces which are purchased by the department. These units require monthly certifications using a special gas, we share this cost with the Hopkinton Police Department.

In the past this line item has been used to reimburse the officers who had to pay for meals and/or for using their own vehicle for a police-related matter

- 4660 Vehicle Repair/Maint \$7,500**
This line item covers the routine maintenance of the cruisers. It covers oil changes, transmission fluid changes, batteries or any other parts that need to be repaired or replaced.
As long as we don't have to replace a major component, this line item should be sufficient solely based on repair and available parts etc.
- 4661 Vehicle Tires \$2,500**
It is imperative that we have reliable, speed rated tires on our cruisers. The tires need to be maintained in top condition at all times because we never know when an officer may need to operate one of the vehicles at a high rate of speed in various road conditions. It is imperative that the officer has confidence and every advantage when it is necessary to do so. Tires certainly increase the safety of the officer and decrease the potential liability to the town.
Unfortunately, we do not get the normal wear that most people get on their private vehicles. The tires are subjected to quick acceleration, deceleration, and quick turns. They are a softer compound tire for better traction, which also means they don't get the same mileage.
We equip the cruisers with pursuit rated tires. These tires are available to us at the state bid price. Summer tires are approximately \$145.00 per tire. Winter snow tires are approximately \$165.00 per tire. This amount is based on a new set of tires for each cruiser.
- 4662 Vehicle Parts/Accessories \$2,500**
This line item covers the cost of updating and replacing the cruiser equipment and supplies. These items include measuring tapes, traffic signs, flares, spray paint, first aid items, fire extinguishers, AED batteries, etc. In 2017 and 2018 we replaced 4 outdated failing radars through grants which covered 50% of the cost.
- 4670 Publications \$350**
The majority of this line item is used to purchase current New Hampshire Criminal Code Law Books (\$8.25 each) and, Motor Vehicle Law books (\$9.75 each). We purchase four copies of each and the entire department shares them. We also purchase a copy of the New Hampshire Juvenile Laws, drivers license guides for the officers etc.
- 4740 Equipment Purchase \$1**
Equipment placeholder

4805	Equipment Maintenance Service contracts, repairs to existing equipment	\$500
4810	Information Technology Items in this line item have been reclassified from 4805 Equip. Maint. Software upgrades to our police records management system (IMC) and computer system in the building. The majority of the MDTs and software were funded by grants. The Software Support for the Central Square/IMC including the MDTs is \$5,310 Mirador IT maintains the server, workstations and MDTs. This comprehensive IT package provides the security and data protection that is necessary to protect our system from the ransomware and computer hacking crimes that are common in our society.	\$27,141
4814	Photocopier This cost covers our maintenance agreement for copiers and it also covers supplies such as toner and ink.	\$1,000
4840	Radio/Radar Maintenance This line item is used for the yearly calibration for our radar units, including any repairs that may be needed. We currently have 5 mobile radios, 12 portable radios and a base station. This line item is used for radio repair, maintenance, battery replacement, knobs, antennas etc.	\$1,500
TOTAL REQUESTED.....		\$1,487,263

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
Combined Fire/Rescue Expenses							
4214-110	Fire/Rescue full time Wages 2 - FT FF/Paramedics 53hrs/wk			121,951	130,827	151,191	20,364 -
4214-111	Fire/Rescue part time Wages			310,303	380,227	382,512	2,285
4214-140	Fire/Rescue over time Wages			10,000	15,000	20,000	5,000 -
4214-211	Fire/Rescue benefit insurance 2FT up to Family Plan			14,972	31,569	50,610	19,041 -
4214-220	Fire/Rescue FICA (FT/PT/OT)			25,641	31,147	31,744	597 -
4214-230	Fire/Rescue Retirement			41,617	46,183	51,997	5,814 -
4214-341	Fire/Rescue Telephone land lines comcast - internet Moble WiFi and cell Image trend			2,640 1,020 4,365 2,328	10,353	10,353	- - - -
4214-350	Fire/Rescue Medical/ HEP B			500	500	500	- -
4214-394	Fire/Rescue Dispatch Fees		Cap area KMA	53,068 10	47,259	48,356	1,097 -
4214-410	Fire/Rescue Electric		Station	10,500	10,500	10,500	- -
4214-411	Fire/Rescue Heat 2014-15 actual usage X \$1.299			6,000	6,000	6,000	- -
4214-412	Fire/Rescue Water & Sewer		water sewer	700 900	1,600	1,600	- -
4214-430	Fire/Rescue Bld Maintenance service for heat furnaces & AC		500.00		12,500	12,500	- -

Henniker Fire/Rescue Departments
 2024 Budget Request
 4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
	Generator Service repair		1,000.00				-
	Sprinkler repair and leaks		4,000.00				-
	Door Locks for Fire house		1,000.00				-
	Backflow testing		1,000.00				-
	Garage Door Maintenance		1,000.00				-
	windows, siding, electrical on shed		2,000.00				-
	Other Maintenance		2,000.00				-
4214-610	Fire/Rescue Office Supplies		1,800.00	5,800	6,000	6,000	-
	Computers & software		2,000.00				-
4214-690	Fire/Rescue - Supplies Other		3,800.00	2,800	2,800	2,800	-
4214-810	Fire/Rescue Info Tech			-	-	6,840	6,840
Combined Fire/Rescue Expenses Total					732,465	793,503	61,038
Change from previous year					106,850	61,038	
Percentage change from previous yr.					17%	8%	

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
Rescue Expenses (Ambulance)							
4215-110	Recue Chief Salary			20,000.00		20,000	
4215-111	Rescue Volunteer Wages				26,500	6,500	(20,000)
	Resuce Chief (reclass from Stipend to \$	1	20,000.00	-			-
	deputy	1	2,500.00	2,500.00			-
	lieutenant	3	1,000.00	3,000.00			-
	training officer	1	1,000.00	1,000.00			-
4215-220	Rescue FICA/Medicare			497.25	2,019	787	(1,232)
4215-230	Rescue Retirement	0.304				6,070	6,070
4215-240	Rescue - Training/License				8,750	8,750	-
	EMT recertification	6	300.00	1,800.00			-
	AEMT recertification	3	400.00	1,200.00			-
	EMT-P recertifications	4	500.00	2,000.00			-
	Continuing Education	1	750.00	750.00			-
	EMT-B Class	2	1,500.00	3,000.00			-
4215-635	Rescue - Vehicle/Fuel				12,000	12,000	-
	2018 Use through 10/31/18		4,234.72				-
	Extrapolated for 12 months		5,081.66				-
	Expect 10% Increase		5,589.83				-
4215-660	Rescue - Vehicle/Maintenance				14,000	14,000	-
	2018 Use through 10/31/18		2,052.76				-
	Extrapolated for 12 months		2,463.31				-
	Add \$1000 for suspension & batteries		3,463.31				-
4215-663	Rescue - Highway Repairs Parts						-
4215-680	Rescue - Medical Supplies				12,000	12,000	-
	2018 Use through 10/31/18		3,246.72				-
	Extrapolated for 12 months		3,896.06				-

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
	Add \$1500 for contingencies		5,396.06				-
4215-740	Rescue-Equipment Purchases				18,400	18,400	-
	SCBA	0	6,284.00	-			-
	SCBA face piece	2	344.00	688.00			-
	Defib Batteries	4	1,000.00	4,000.00			-
	Uniforms	3	400.00	1,200.00			-
	Tools	1	1,000.00	1,000.00			-
	Turnout gear						-
	Gloves	3	72.00	216.00			-
	Coats	3	1,414.84	4,244.52			-
	Pants	3	1,071.02	3,213.06			-
	Hoods	3	45.00	135.00			-
	Boots	3	395.00	1,185.00			-
	Helmets front	3	42.99	128.97			-
	Helmets	3	356.99	1,070.97			-
4215-750	Rescue - Communication Equipment				8,490	8,490	-
	portables	2	2,050.00	4,100.00			-
	pagers	5	600.00	3,000.00			-
	portable batteries	4	160.00	640.00			-
	pager batteries	10	25.00	250.00			-
	repairs			500.00			-
4215-887	Rescue - Interceptor Fees	6	575.00	3,450.00	2,000	2,000	-
4215-888	Rescue - Billing Fees	5%	400,000.00	20,000.00	20,000	20,000	-
	Rescue Expenses Total				124,159	128,997	4,838
	Change from previous year				36,959	4,838	
	Percentage change from previous yr.				42%	4%	

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
Fire Department Expenses							
1-4220-111	Fire - Volunteer Wages				68,727	75,327	6,600
	14/hour (40 call members)	1788	14.00	25,032.00			-
	16/hour (6 officers)	1000	16.00	16,000.00			-
	Part Time chief		20,000.00	20,000.00			-
	Part Time deputy	2	2,500.00	5,000.00			-
	Part Time Company Officer	2	1,000.00	2,000.00			-
	clerk	1	500.00	500.00			-
	meetings 12 meetings/40 members/@h	480	14.00	6,720.00			-
	Training officer	1	75.00	75.00			-
1-4220-220	Fire - FICA/MED	0.0765			5,258	5,763	505
1-4220-240	Fire - Training/Lic				6,502	6,502	-
	Physicals	6	270.00	1,620.00			-
	FF1	6	135.00	810.00			-
	FF2	6	150.00	900.00			-
	NHFPS Membership	1	12.00	12.00			-
	NHFCA Membership	1	120.00	120.00			-
	Fire Inspector	2	200.00	400.00			-
	Driver/operator/pump	2	220.00	440.00			-
	Professional development classes	2	500.00	1,000.00			-
	NFPA Subscription Service			1,200.00			-
1-4220-341	Fire - Forest Fire Mutual Aid			-			-
1-4220-635	Fire - Vehicle Fuel				6,500	6,810	310
	Diesel	925	4.90	4,532.50			-
	Unleaded	450	3.55	1,597.50			-
	50/50	8	85.00	680.00			-
1-4220-660	Fire-Vehicle Repair				20,000	20,000	-

Henniker Fire/Rescue Departments
 2024 Budget Request
 4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
	Repairs			20,000.00			-
							-
1-4220-662	Fire-Hiway Dept Repairs Materials						-
							-
1-4220-690	Fire - Supplies Other				2,125	2,125	-
	class A foam	25	85.00	2,125.00			-
1-4220-740	Fire - Equipment Purchase				27,985	27,985	-
	Hose	2 1/2	4	210.00	840.00		-

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
		1 3/4	4	154.00	616.00		-
		5	3	750.00	2,250.00		-
	Forestry Hose 1.5"		6	129.00	774.00		-
	SCBA's		0	6,284.00	-		-
	SCBA facepieces		6	344.00	2,064.00		-
	booster compressor		0	12,000.00	-		-
	Hand Tools			1,500.00			-
	Turnout gear						-
	Gloves		12	72.00	864.00		-
	Coats		6	1,504.72	9,028.32		-
	Pants		6	1,083.17	6,499.02		-
	Hoods		8	45.00	360.00		-
	Boots		2	395.00	790.00		-
	Helmets front		6	42.99	257.94		-
	Helmets		6	356.99	2,141.94		-
1-4220-750	Fire - Communications Equipment				11,030	11,030	-
	Portable Radio		4	2,050.00	8,200.00		-
	swiss phone pagers		2	600.00	1,200.00		-
	portable batteries		6	160.00	960.00		-
	I am responding Software			660.00			-
	Pager Batter			10.00			-
1-4220-805	Fire - Equipment Maintenance			14,269.50	14,270	15,963	1,693
	testing Scott bottles		10	28.00	280.00		-
	Hose testing		10445	0.30	3,133.50		-
	Flow test Scott packs		25	55.00	1,375.00		-
	ground ladder certification		11	45.00	495.00		-
	Holmatro tool service		1	600.00	600.00		-
	service fire extinguishers		25	8.00	200.00		-
	calibration gas		1	400.00	400.00		-

Henniker Fire/Rescue Departments
2024 Budget Request
4th DRAFT 02/03/2024

Acct #	Description	Quantity	Cost/item	Cost	2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4
	gas sensors	2	190.00	380.00			-
	SCBA fit test	15	35.00	525.00			-
	Pump tests	2	250.00	500.00			-
	Repairs to small tools			1,200.00			-
	Unanticipated equipment repairs			4,000.00			-
	Air compressor maint & cert	1	745.00	745.00			-
	Compressed air testing	4	109.00	436.00			-
1-4220-900	Fire - Hydrant Rental				3,950	3,950	-
	Fire Department only Expenses Total				166,347	175,455	9,108
	Change from previous year				16,848	9,108	
					11%	5%	
	Fire/Res Combined + Fire Department				898,812	968,958	70,146
	Change from previous year				123,698	70,146	
					16%	8%	
	ALL Combined/Fire/Rescue				1,022,971	1,097,955	74,984
	Change from previous year				160,657	24,344	
					19%	7%	
					2023 Budget	2024 Budget Draft 4	Difference YoY - Draft 4

Fire Misc Revenue	Actual	
Rescue Revenue	2,660.00	2,660
Bradford Rescue	85,269.00	85,269
Bradford Ambulance CR	9,200.00	9,200
Rescue Billing	428,253.00	428,253
Rescue Intercept	25,000.00	25,000
	550,382.00	550,382

TOWN OF HENNIKER
4240 Code Enforcement / Building Inspector
2024 Budget Request Details

Rev 1705.02 Function: Public Safety. Expenditures related to the protection of persons and property shall be as follows: (d) Account 4240, building inspection, shall be for expenditures related to: (1) Inspections of building plans;(2) Inspectional services of all improvements, in need of periodic examination, including: a. Plumbing; b. Electrical; c. Gas and other utilities; d. Boiler; e. Elevator; and f. Air conditioning; and (3) Weights and measures;

The position provides building permit approval, inspection and code enforcement.

<u>4110</u>	<u>Wages</u> Part time Code Enforcement Officer \$508.02 per week at 52 weeks = \$26,417	<u>\$26,417</u>
<u>4220</u>	<u>FICA</u> Social security at 6.2% and medicare at 1.45% of gross wages 7.65% x \$26,417	<u>\$2,021</u>
<u>4341</u>	<u>Telephone</u> Cell phone for Code Enforcement Officer. "Straight Talk" account \$50 per month x 12 = \$600	<u>\$600</u>
<u>4411</u>	<u>Forester – MOVED TO ASSESSING</u> Consulting fees of a forester to review timber tax yields. Billing based on amount of activity,	<u>\$0</u>
<u>4560</u>	<u>Dues/Membership</u> Memberships in building official organizations in NH	<u>\$200</u>
<u>4635</u>	<u>Vehicle Fuel/Mileage</u> Mileage for completing inspections \$200/month for 12 Months	<u>\$2,400</u>
<u>4670</u>	<u>Books/Periodicals</u> Reference books for code enforcement. Anticipating annual updated versions of codes.	<u>\$600</u>
<u>4689</u>	<u>Supplies</u> Permit supplies, tags, office supplies	<u>\$150</u>
Total Requested.....		\$ 32,388

TOWN OF HENNIKER
4153 Emergency Management
2024 Budget Request Details
Rev 02/12/24

Rev 1705.02 Function: Public Safety. Account 4290, emergency management, shall be for expenditures related to the planning and administration of programs initiated to respond to unforeseen or unexpected events such as, but not limited to: (1) Acts of nature;(2) Riots;(3) Terrorist attack; and (4) Other safety hazards

Line items added for maintenance of the Craney Hill Communications Tower

<u>4290-4115 Stipend</u>		<u>\$1,200</u>
	Annual stipend for Emergency Management Director	
<u>4290-4220 FICA</u>		<u>\$ 92</u>
	Social Security/Medicare on wages paid (\$1,200 x 7.65%)	
<u>4290-4341 Telecommunications</u>		<u>\$ 1,200</u>
	Phone and Internet	
<u>4290-4410 Electricity</u>		<u>\$1,200</u>
	12 months of electricity for emergency communications tower	
<u>4290-4411 Propane</u>		<u>\$ 1,151</u>
	Fuel for generator at emergency communications tower	
<u>4290-4414 Alarm Monitor</u>		<u>\$ 500</u>
	Alarm monitor at emergency communications tower	
<u>4290-4430 Building/Tower Maintenance</u>		<u>\$ 100</u>
	Communications tower and building	
<u>4290-4689 Building/Tower Supplies</u>		<u>\$ 50</u>
	Misc. supplies for communications tower and building	

Total Requested.....\$ 5,493

TOWN OF HENNIKER
4311 Highway 4312 Highway Streets 4316 Streetlights
2024 Budget Request Details
Rev 02/12/24

Rev 1705.04 Function: Highways and Streets. Expenditures related to the maintenance and care of highways, streets and bridges shall be as follows:

- (a) Account 4311, administration, shall be for administrative expenditures related to the maintenance and care of: (1) Highways; (2) Streets; and (3) Bridges;
- (b) Account 4312, highways and streets, shall be for expenditures related to roadways and walkways including:(1) Paving;(2) Snow removal;(3) Street cleaning; and(4) Maintenance of roads, curbs and gutters, storm drains, gravel paths and sidewalks;
- (d) Account 4316, street lighting, shall be for expenditures related to street lighting, including:
(1) Utility charges; (2) Fixtures; and (3) Lamp replacements, maintenance and repairs;

Highway Block Grant Revenue

Past annual warrants included an article to raise and appropriate funds for road improvements offset by anticipated revenue from Highway Block Grant Revenue (HWB). It's been determined that it not necessary to include a warrant article to expend the HWB funds as the revenue is anticipated and the funds can only be used for construction, reconstruction and maintenance of each municipality's Class IV and V highways. It can, therefore, be used to be part of the match for a project in the bridge aid program. It also can be used for equipment to maintain the local roads. The intent here is that it be used towards the local roads; i.e., not used to build a new library or school or buy a fire truck.

A new line item 4312-4906-001 has been added to department function 4312 for road construction with expenditures authorized by the Highway Superintendent. The line item is 100% offset by anticipated Highway Block Grant revenue. The outcome is the same with less administrative process.

Henniker Highway Department

FY2023 Highlights

- ▶ Completed drainage and base paving on Old Hillsboro Road
- ▶ Culvert lining on Flanders Road
- ▶ Completed bridge project on Liberty Hill, Reclaim and paved base only
- ▶ Started Foster Hill Road, first 2800 feet all culverts replaced and under drains installed, reclaimed and paved
- ▶ Managed several sever storms, 40 plus inch snow storm on March 14th and heavy rain on the 4th and 16th of July without closing roads

Challenges

- ▶ Equipment breakdowns: unforeseen emission problems and other breakdowns

FY2024 Goals

- ▶ **Complete reclamation of Foster Hill Road**
- ▶ **Start reclamation on Dodge Hill Road**
- ▶ **Replacement of culverts on Butter Road**
- ▶ **Complete Tower project**

TOWN OF HENNIKER
4311 Highway 4312 Highway Streets 4316 Streetlights
2024 Budget Request Details
Rev 02/12/24

Significant Budget Changes for 2024

- ▶ 4311-636 Highway- Fuel Diesel, I increased fuel 18 thousand gallons @ \$4.50 per
- ▶ 4311-4840 Increase Communication line for new antenna for Highway radio system
- ▶ 4311-4661 Need new tires for trucks and excavator
- ▶ 4312-713 Salt decrease in state contract
- ▶ 4312-886 Guardrail, not anticipating any major guardrail projects this upcoming year
- ▶ 4312-4905 Chip seal the balance of Western Ave

Dept 4324 Transfer-Recycling Center

2024 Budget

Rev 01.11.24

CHAPTER Rev 1700 Sanitation: Expenditures related to the removal and disposal of sewage and other waste materials shall be as follows: **Account 4324**, solid waste disposal, shall be for expenditures related to the disposal of garbage and other refuse including:(1) Landfill operations;(2) Incineration;(3) Recycling; and (4) Other disposal methods.

Staff time has been evaluated and allocated by percentage to each department Sanitation, Gen. Government Building and Parks. The allocation is an educated guess, and it is likely that there may be over/underspend in the wage associated expenses as we gather more data.

4110	FULL TIME	\$58,154
	FT Assist. Manager and 1 FT attendant.	
4111	PART TIME	\$51,287
	--Part- Time Superintendent and employees to assist in the recycling building on weekends to cover sick/vacation for full time employees	
4140	OVERTIME	\$ 774
	--Labor shortfalls due to sick leaves, vacations, training and comp time. Most of overtime is in buildings and parks this represents about 10% of all staff overtime.	
4211	BENEFIT INSURANCES	\$10,718
	-- 2 full time employees attributable to Transfer Station	
4220	FICA/MED	\$ 8,431
	--Employer portion of social security tax at 6.2% and Medicare tax at 1.45% of gross wages.	
4230	RETIREMENT	\$ 7,973
	--Employer portion of retirement. All employees are Group I. 13.53%	
4240	TRAINING/LICENSE	\$ 900
	-- Maintain solid waste operator's license along with annual continuing education courses.	
4291	UNIFORMS	\$3,000
	--Uniforms help to professionalize, identify, and protect the employees in our work environment. This covers work boots, pants and printed t-shirts with the Town logo.	
4341	TELEPHONE	\$3,216
	--2 two phone lines; one is a landline that connects both of our buildings for safety and convenience, the other is for internet access computer. Personal cell phone reimbursement for superintendent and manager	
4355	HOUSE HAZ. WASTE	\$25,000
	--Cost of removal of chemicals and the operating expenses to host the HHHWD day. Generally, some of this cost is offset by D.E.S. Grants and revenue committed from the other two towns who committed to participate in the program for 2024. Hopkinton represents at least 50% and is billed according to proportionate usage. Cost has increased.	

Dept 4324 Transfer-Recycling Center

2024 Budget

Rev 01.11.24

4410	<u>ELECTRIC</u>	<u>\$ 7,500</u>
	--Covers all lights, electric heaters, balers, and the hopper/compactor.	
4414	<u>ALARM-SECURITY</u>	<u>\$ 800</u>
	--Annual contracts and repairs for four methane gas monitoring alarms, fire and burglar alarms, surveillance video system and annual calibrations as necessary.	
4430	<u>BUILDING REPAIR AND MAINTENANCE</u>	<u>\$31,800</u>
	--Covers items such as furnace cleaning, painting, signage, lighting and general repair of buildings/grounds at Transfer Station. Includes pest control \$115/month, painting, lighting, light plumbing, light electrical, concrete work, general carpentry, drains. 2024 plans: Concrete pad for glass recycle = \$5,000, window and door replacement \$5,000, replace toilet \$7,500, barn siding \$5,000, hopper room new ceiling and insulation= \$3,000, Sheet metal for siding repairs \$1,000 plus contingency. \$800 to empty septic	
4434	<u>RECYCLING BUILDING</u>	<u>\$ 0</u>
	--All sundry items such as paper towels, toilet paper, toilet liners, trash bags, baling wire, drinking water, tools/equipment, cleaning supplies. This item has been reclassified to Supplies	
4560	<u>DUES AND MEMBERSHIPS</u>	<u>\$ 450</u>
	--Dues to the Northeast Resource Recovery Association, annual certification by the State of NH- Department of Environmental Services.	
4570	<u>ADVERTISEMENT</u>	<u>\$ 200</u>
	-Newspaper notice of events, hours, etc.	
4620	<u>OFFICE SUPPLIES</u>	<u>\$ 400</u>
	-Printer paper, toner cartridges, and computer equipment, postage	
4635	<u>FUEL</u>	<u>\$ 5,500</u>
	--Diesel fuel for our skid steer loader, backhoe. Also covers gasoline for our pick-up truck, DIESEL truck tractor-trailer,	
4637	<u>MILEAGE</u>	<u>\$ 900</u>
	--Reimburse employee use of their own vehicles to attend meetings, required training and general use around town when town owned vehicle is not available. Mileage is paid at the prevailing IRS rate for the that year.	
4660	<u>VEHICLE REPAIRS</u>	<u>\$ 8,000</u>
	--Dump truck, yard truck, tractor trailer and 4 trailers ranging from a small utility trailer to our 2 trash compactor trailers.	
4688	<u>SUPPLIES STICKERS</u>	<u>\$ 2,500</u>
	--Vehicle dump stickers	
4689	<u>SUPPLIES OTHER</u>	<u>\$ 2,500</u>
	--Soap, bleach and other house keeping items, as they are needed but not necessarily planned for.	

Dept 4324 Transfer-Recycling Center

2024 Budget

Rev 01.11.24

4805	<u>EQUIPMENT MAINT/REPAIR</u>	<u>\$18,000</u>
	--Covers motor oil, hydraulic oil for the hopper, trailers, balers, skid steer and backhoe. It is also used for grease and other fluids. We take preventative maintenance oil tests on all of the equipment. Equipment covered by this line includes the skid steer, backhoe, glass crusher, Preventative maintenance: Greasing trash trailers with a fluid film, grease and lube joints, adjust breaks On site (both trailers 2 times a year) \$796	
4810	<u>INFORMATION TECHNOLOGY</u>	<u>\$ 2,136</u>
	-- Share of information tech cost for emails, computers, cybersecurity, shared software	
4855	<u>SAFETY SUPPLIES</u>	<u>\$ 1,500</u>
	-- Covers boots, gloves, first aid kits, eye and ear protection , fire extinguishers serviced annually. We also use this line for safety signs, and any other safety related Items.	
4901	<u>FREON, GLASS, COMPUTERS.</u>	<u>\$5,000</u>
	-- E-waste program which is a fixed price per containers offset by fees. We ship this container 4-5 times per year. Freon items are currently taken free of charge but this can be subject to change with fluctuations in scrap markets. Glass is currently crushed onsite. If the renewal contract has the trash go to a landfill (as opposed to an incinerator) tires will need to be disposed of separately for which there will be additional fees.	
4902	<u>TRANSPORTATION</u>	<u>\$22,000</u>
	--Covers the transportation (hauling) of our trash, recycled material for NRRRA, C + D material, scrap metal for NRRRA, tin cans for NRRRA.	
4903	<u>WASTE-TIPPING FEE</u>	<u>\$ 140,000</u>
	--Covers the cost for disposing of our trash. Numbers are based on apparent low bidder (Naughton) It is estimated the Town will send approximately _____ tons of trash in 2024 @ \$_____ TBD	
4905	<u>MONITORING</u>	<u>\$ 17,100</u>
	Engineer testing all gas/water wells, ash pit and testing and removal of holding tank water. Also, engineer preparation of all state required reporting pertaining to the landfill closure. Testing for PFOA and PFC's is mandated beginning in 2018	
906	<u>DEMOLITION DISPOSAL</u>	<u>\$ 43,000</u>
	<u>400 tons @ \$ ton= \$ + 6 loads of brush pile@\$ load =</u>	

Total Requested: \$478,739

**TOWN OF HENNIKER
DEPT 4411 HEALTH
2024 Budget Request Details**

Rev 1705.08 Function: Health. Expenditures related to the conservation and improvement of public health shall be as follows:

- (a) Account 4411, administration, shall be for administrative expenditures related to regulatory and inspection activities essential to the preservation and promotion of improved public health;

<u>4411-4115 Stipend</u>	<u>\$ 5,000</u>
Weekly stipend for Health Officer	
<u>4411-4220 FICA/Medicare</u>	<u>\$ 383</u>
7.65% X \$5,000	
<u>4411-4689 Supplies Other</u>	<u>\$ 500</u>
Other supplies	
Total Requested.....	\$ 5,883

TOWN OF HENNIKER
4414 Animal Control
2024 Budget Request Details

Rev 1705.08 Function: Health. Expenditures related to the conservation and improvement of public health shall be as follows: (b) Account 4414, pest control, shall be for expenditures related to:(1) Control of animals, insects and rodents; and (2) Prevention and treatment of diseases there from.

4414-4110 Wages **\$1**

Line item reduced to \$1 because the position has been unfilled.

4414-4115 Stipend **\$2,080**

Weekly stipend \$40 for volunteer or other employee additional duty

4414-4220 FICA **\$159**

Social security 6.2% + Medicare 1.45% = 7.65% x \$2,080

4414-4240 Training **\$350**

To advance skills necessary to be an effective animal control officer.

4414-4291 Uniforms **\$150**

To allow employee to be recognized as Henniker Police Animal Control Officer

4414-4343 Animal Rescue **\$700**

The Concord SPCA will take possession of unclaimed animals after 10 days at a fee of \$70 each. Budget requested would cover 10 animals.

4414-4637 Mileage **\$1,200**

Covering mileage to animal control calls and interrelated agencies.

4414-4740 Equipment **\$100**

To cover any replacement of any animal control equipment

4414-4840 Cell Phone **\$600**

To allow employee to be recognized as Henniker Police Animal Control Officer

Total Requested.....\$ 5,340

**TOWN OF HENNIKER
Dept. 4442 Welfare
2024 Budget Request Details
Rev 1/11/24**

The Human Services department (Welfare) exists under state RSA 165:1-35. The governing body revised the General Assistance guidelines in June 2022

RSA 165:1 Who Entitled; Local Responsibility. –

I. Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there. For the purposes of this chapter the term "residence" shall have the same definition as in RSA 21:6-a.

II. The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt written guidelines relative to general assistance. The guidelines shall include, but not be limited to, the following:

- (a) The process for application for general assistance.
- (b) The criteria for determining eligibility.
- (c) The process for appealing a decision relative to the granting of general assistance.
- (d) The process for the application of rents under RSA 165:4-b, if the municipality uses the offset provisions of RSA 165:4-a.
- (e) A statement that qualified state assistance reductions under RSA 167:82, VIII may be deemed as income, if the local governing body has permitted the welfare administrator to treat a qualified state assistance reduction as deemed income under RSA 165:1-e.

III. Whenever a town provides assistance under this section, no such assistance shall be provided directly to a person or household in the form of cash payments.

165:1-a Assisted Person Defined; Local Responsibility. – Any person in a town or city who is poor and unable to support himself shall be known as a town or city assisted person and shall be relieved and maintained at the expense of the town or city of residence.

4442-4111 Wages Full Time

\$13,867

Welfare director position 2023 compensation = \$21 per hour, approx. 12/hrs week = \$13,104 + merit effective 1st pay period in April. Increase in standard hours from 10 to 12. Applications for assistance are more complex, increase in evictions and final demands for rent. Can not limit the # of cases.

4442-4220 FICA/Medi

\$1,061

Gross wages \$13,104 @ 7.65% (1.45% medicare plus 6.2% social security)

4442-4341 Telecommunication

\$1,320

Item has been reclassified from 4150 Town Office. The telecommunication system is necessary for the fire alarm system , phone and internet service to the building to support the Human Services Department operating in the Grange. Food Pantry is in the basement.

4442-4620 Office Supplies

\$200

Basic office supplies, paper, ink for printer. Budget Requested \$500

4442-4689 Director Expenses	\$150
Dues/Memberships to NH Local Welfare administrator, training.	
4442-4810 Information Technology	\$1,104
Email, Software, Workstation Tech Support \$117/month	
4442-4907 Assistance - General	\$2,500
Direct payments to vendors for items not categorized. Generally funeral home cremations are charged to this budget.	
4442-4910 Assistance - Electricity	\$3,000
Direct payments to Eversource for assistance with electricity.	
4442-4911 Assistance - Heat	\$8,000
Direct payments to fuel companies for emergency heat assistance	
4442-4912 Assistance - Food	\$2,500
Direct payments to grocer for food vouchers charged at the store. – local food pantry is critical to keeping this cost low; no direct payments to the food pantry	
4442-4913 Assistance - Rent	\$57,000
Direct payments to landlords, emergency housing locations, or mortgage (lien filed on property) 2023 average \$5,890/month – increases in rent prices.	
4442-4913 Assistance - Medical	\$1,000
Direct payments to pharmacy for assistance with medications.	
Total Requested.....	\$ 91,702

TOWN OF HENNIKER
DEPT 4520 ATHLETIC
2024 Budget Request Details
1/11/24

Rev 1705.10 Function: Culture and Recreation. Expenditures for cultural and recreational activities maintained for the benefit of residents and visitors shall be as follows:

(a) Account 4520, parks and recreation, shall be for expenditures for maintenance and administrative costs related to:(1) Recreational activities;(2) Public parks;(3) Playgrounds;(4) Walking paths;(5) Bike trails;(6) Tennis courts; 7) Golf courses;(8) Arenas;(9) Swimming areas; and (10) Recreational or cultural buildings;

<u>4520-4115 Stipend</u>	<u>\$ 00</u>
Monthly stipend for minute taker	
<u>4520-4680 Medical First-Aid Supplies</u>	<u>\$ 300</u>
Sanitizer, First Aid Kits, etc.	
<u>4520-4689 Supplies Other</u>	<u>\$ 00</u>
Other supplies not directly attributed to a specific program	
<u>4520-4741 Baseball</u>	<u>\$ 9,750</u>
Uniforms, Sanitation (port-o-let), Supplies	
<u>4520-4742 Soccer</u>	<u>\$ 10,050</u>
Uniforms, Sanitation (port-o-let), Supplies, Electric	
<u>4520-4743 Basketball</u>	<u>\$ 7,745</u>
Referee fees, other supplies	
<u>4520-4744 Swimming</u>	<u>\$ 00</u>
Program related expenses	
<u>4520-4745 Softball</u>	<u>\$ 4,050</u>
Uniforms, Sanitation (port-o-let), Supplies	
<u>4520-4810 Technology Website</u>	<u>\$ 750</u>
Website for program registration; other technology	
Total Requested.....	\$ 32,645

Notes: some expenditure line items have been reclassified for regularity with the general fund chart of accounts

Dept 4530 Parks and Property
2024 Budget
Rev. 01.11.23

Budget presented is for maintenance of town parks, commons, Main St. common land (sidewalks stairs to parking Includes 4-season care, and funding for Beautification Alliance projects (planters, flags, wreaths, seasonal). Wages and benefits are 15% of total Solid Waste, Parks & Property, General Government Building Maintenance.

These items were embedded in budget function 4324 Solid Waste and will be reclassified to 4530 Parks and Property. CHAPTER Rev 1700 FINANCIAL ACCOUNTING FOR CITIES AND TOWNS defines 4530, parks and recreation, shall be for expenditures for maintenance and administrative costs related to: (1) Recreational activities; (2) Public parks;(3) Playgrounds;(4) Walking paths;(5) Bike trails;(6) Tennis courts;(7) Golf courses;(8) Arenas; (9) Swimming areas; and (10) Recreational or cultural buildings. EXCLUDES expense and maintenance associated with General Government Buildings.

Total items reclassified from 4324-4904 = \$8,500 + additional \$2,000 for tree expenses.

<u>4110</u>	<u>FULL TIME</u>	<u>\$ 22,638</u>
	-- FT Assist. Manager and 1 FT laborer	
<u>4111</u>	<u>PART TIME</u>	<u>\$ 8,470</u>
	--Par-time employees to assist in maintenance as needed	
<u>4140</u>	<u>OVERTIME</u>	<u>\$ 1,548</u>
	--Mowing and winter maintenance	
<u>4211</u>	<u>BENEFIT INSURANCES</u>	<u>\$ 3,226</u>
	-- Benefits eligible employees –	
<u>4220</u>	<u>FICA/MED</u>	<u>\$ 2,498</u>
	--Employer portion of social security tax at 6.2% and Medicare tax at 1.45% of gross wages.	
<u>4230</u>	<u>RETIREMENT</u>	<u>\$ 3,499</u>
	--Employer portion of retirement. 13.53%	
<u>4410</u>	<u>ELECTRICITY</u>	<u>\$ 720</u>
	--Ball field, Woodman Park lights –	
<u>4412</u>	<u>WATER</u>	<u>\$ 350</u>
	-- Parks bubbler	
<u>4430</u>	<u>BUILDING REPAIR</u>	<u>\$ 500</u>
	-- Bandstand repairs - painted in 2023, minor repairs	
<u>4620</u>	<u>LANDSCAPE SUPPLIES</u>	<u>\$ 3,500</u>
	--fertilizer, lime, bark mulch, gravel, loam, stone(reclass from 4324-4904)	

Dept 4530 Parks and Property
2024 Budget
Rev. 01.11.23

4635	FUEL	\$1,000
	-- fuel for mowers, trimmers, truck – mileage reimbursement	
4660	VEHICLE REPAIR	\$1,000
	-- REPAIR TO TRUCKS, OTHER EQUIP	
4688	Flower Planters	\$1,000
	-- materials and plants for planters at town building and parks	
4689	SUPPLIES OTHER	\$ 300
	--Misc hardware, parts, hoses	
4740	EQUIPMENT	\$ 2,000
	- power and non-power equipment	
4805	EQUIPMENT MAINT/REPAIR	\$ 1,000
	- repair of power equipment, vehicles, sharpening, BLADES	
4855	SAFETY SUPPLIES	\$ 500
	--First aid kits, gloves, first aid kits, eye and ear protection safety signs, and any other safety related Items.	
4855	TREE SERVICE	\$3,000
	-- arborist/tree service for preservation, removal or infestation control of trees on park and common land	
4904	LANDSCAPING – Henniker Beautification Alliance projects	\$2,500
	-- special seasonal and town beautification projects organized by the HBA	

Total Requested: \$59,249

TOWN OF HENNIKER
DEPT 4583 Patriotic Purposes
2024 Budget Request Details

Rev 1705.10 Function: Culture and Recreation. Expenditures for cultural and recreational activities maintained for the benefit of residents and visitors shall be as follows: (c) Account 4583, patriotic purposes, shall be for expenditures related to public celebrations for holidays and other purposes.

4583-4610 Patriotic Purposes **\$ 3,210**

Expenses associated with Memorial Day parade, flags, and supplies

Band	\$2,000.00
Flags	799.00
Markers	199.00 20 Grave markers
Ice Cream	70.00
Water	25.00
ICE	17.00
Wreaths	<u>100.00</u> 5 Wreaths
Total	\$3,210.00

Total Requested.....\$ 3,210

**TOWN OF HENNIKER
DEPT 4589 Band (Concerts)
2024 Budget Request Details**

Rev 1705.10 Function: Culture and Recreation. Expenditures for cultural and recreational activities maintained for the benefit of residents and visitors shall be as follows: (d) Account 4589, other culture and recreation, shall be for expenditures for culture and recreation activities not classified in (a) through (c) above.

<u>4589-4240 Licenses</u>	<u>\$ 125</u>
Liquor license for Blues and Brews	
<u>4589-4449 Portable Toilet Rental</u>	<u>\$ 3,200</u>
Possible that septic company will start charging fees	
<u>4589-4570 Advertising</u>	<u>\$ 1,500</u>
Posters, signs, print, etc.	
<u>4589-4625 Postage</u>	<u>\$ 100</u>
Mailings	
<u>4589-4689 Supplies Other</u>	<u>\$ 500</u>
Supplies - raffle tickets, water & ice for performers, stationery/envelopes, tape, other basic supplies for concerts	
<u>4589-4740 Equipment Purchases</u>	<u>\$ 1</u>
<u>4589-4746 Series Performers Fees</u>	<u>\$ 15,400</u>
Performance Fees \$1,100 per band	
<u>4589-4810 Music Licenses</u>	<u>\$ 900</u>
Fees for Music Licenses - ASCAP/BMI	
Total Requested.....\$ 21,726

Revenue from Fundraising: \$14,200
Revenue from Taxation: \$7,526

Notes: some expenditure line items have been reclassified for regularity with the general fund chart of accounts

BUDGET NARRATIVE

Not only is the Henniker Concert Committee grateful for the allocation it receives from the town, but concert attendees continue to express their thanks in annual audience surveys. The concerts enable us to bring quality entertainment, cultural enrichment, economic vitality and improved health and wellbeing of community residents. Accessible to all, the concerts bring young and old together in events that build community and good will. In 2023 they also attracted attendees from 15 surrounding towns who shop in our local stores and restaurants. Henniker has become a destination point on Tuesday nights in the summer.

There was some confusion last year about the cost of the concerts and whether the committee needed the town allocation. This year we will clarify what it really costs to present the concerts by giving you both income and expenditure line items in our request. The total cost for the concerts in 2023 was \$15,400. The town allocation of \$7,195 provided 47% of the funding, the remainder came from a variety of fund-raising activities.

The concert committee has worked hard to meet the SelectBoard's challenge to raise more money and has been successful in doing so. For the coming year, our budget projects raising 65% of our budget from donated funds. It takes money to raise money which is why our expenses have increased in the past year.

We cannot expect the same level of support based on just one year's experience. Businesses develop other priorities, the economy dictates individual and corporate generosity and the weather has an impact. We had 3 rain dates in 2023 and were unable to accommodate food vendors which was a loss of potential income.

Keeping our baseline town funding is critical to our being able to plan these concerts, at least for the next few years.

We are requesting a small increase in 2024 to \$7,525 (\$330 more than last year) toward allowing us to add an extra concert and band on Labor Day weekend. We are projecting total costs for the 2024 Concert Series to be \$21,725. This includes 13 concerts and 14 bands. The town allocation represent will represent 35% of our budget. In 2023 the town allocation was 47% of our budget.

Bands – We budgeted for 12 bands in 2023 and paid for 13 bands (2 for the Blues and Brews Fest). This year we are planning on 13 weeks of concerts – based on audience feedback about extending the season through Labor Day. We are projecting a cost of \$1,100 each for 14 bands, which includes an allocation of \$50 for meals for each band (\$15,400). We also considering extending the concerts from 1 ½ to 2 hours each week.

Advertising – Business sponsors want promotional opportunities as part of their sponsorship which has increased both print and online advertising costs. In 2023 we enhanced promotional opportunities, purchased additional signage, stepped up our online/social media promotion and print advertising. We conducted a customer satisfaction survey of business sponsors and those who responded (80%) expressed satisfaction with the promotional opportunities they received and being involved in a positive community event. A number of 2023 sponsors have already committed to 2024 sponsorship. We have projected advertising/promotions budget (\$1,500) as we do not anticipate the purchase of any new signage.

Licenses – The cost of the BMI/ASCAP licenses goes up yearly. We also need to apply for a one-day State Liquor License and training to host the Blues/Brews Fest. We have put in a second line item to reflect the one-day liquor license and training expense (Total for all licenses is \$1,025)

Supplies - This line item is for needed staples: raffle tickets, ice, water bottles, small gifts of appreciation to sponsors, friends and retiring committee members (Certificates of Appreciation), and office supplies such as ink cartridges, stationary, etc. (\$500)

Equipment – We have added this line item as we made several equipment purchases this year to improve the concert experience totaling \$1,044. They include the purchase of a pop-up tent and portable sound system. We will be providing secure storage of this equipment in the newly repurposed community room (former Teen Center) which

includes signage, sponsor advertising materials, etc. over the winter months. All of these purchases were made with donated funds, not from the town allocation.

Septic Service – Henniker Septic has donated the use of a handicapped accessible porto potty to the concert committee in past summers, but we are budgeting for it as that may change this year according to Henniker Septic Staff. (\$3,200).

Postage - We had not allocated anything for this line item in the past but incurred costs sending thank you letters and other communications to our sponsors and friends for their donations. As part of our fund raising efforts we intend to do a Friends mail campaign to renew individual donors. (\$100).

TOWN OF HENNIKER
DEPT 4611 Conservation
2024 Budget Request Details
Rev 01.11.24

Rev 1705.11 Function: Conservation. Expenditures related to the conservation and development of natural resources shall be as follows:
(a) Account 4611, administration, shall be for administrative expenditures related to conservation activities.

<u>4611-4111 Part-Time Wages</u>	<u>\$484</u>
Minute taker –adjusted for wage adjustment.	
<u>4611-4220 FICA/Medicare</u>	<u>\$37</u>
Payroll taxes	
<u>4611-4240 Training/Conference Fees</u>	<u>\$ 420</u>
Meetings, seminars, and training of conservation commission members	
<u>4611-4560 Dues/Membership</u>	<u>\$ 345</u>
NH Association of Conservation	
<u>4611-4620 Office Supplies</u>	<u>\$ 25</u>
Paper and materials needed for administration of conservation activities	
<u>4611-4951 Public Awareness</u>	<u>\$ 235</u>
Advertising, signs and information dissemination of the conservation effort	
<u>4611-4952 Lake Monitor</u>	<u>\$ 1,400</u>
Costs and expenses of water body monitoring	
Total Requested.....\$ <u>2,946</u>

TOWN OF HENNIKER
DEPT 4652 Community Action Program
DEPT 4659 White Birch Seniors
2024 Budget Request Details

4652 Community Action Program **\$ 14,000**
Energy, food, and housing assistance

4659 White Birch Seniors Program **\$ 65,000**
Senior programming, Active Living, Fitness, Social Activities

Total Requested.....\$ 79,000

We recommend Community Action Program and White Birch Senior Programming be reclassified to department function 4444

Rev 1705.09 Function: Welfare. Expenditures related to public assistance for individuals unable to provide essential needs for themselves shall be as follows:

- (c) **Account 4444**, intergovernmental welfare payments, shall be for expenditures paid to agencies of another government providing services including but not limited to: (1) Soup kitchens;(2) Day care centers;(3) Housing assistance centers;(4) Public elderly care centers; and (5) Orphanages;
- (d) Account 4445, vendor payments, shall be for expenditures to private individuals or organizations that provide public assistance; and
- (e) Account 4449, other welfare, shall be for expenditures for goods or services not classified in (a) through (d) above.



COMMUNITY ACTION PROGRAM
BELKNAP-MERRIMACK COUNTIES, INC.
EMPOWERING COMMUNITIES SINCE 1965



August 2, 2023

Diane Kendall, Town Administrator
Town of Henniker
18 Depot Hill Road
Henniker, NH 03242

Dear Ms. Kendall:

This letter is to notify the Town of Henniker that the Community Action Program Belknap-Merrimack Counties, Inc. is in receipt of the 2023 appropriation in the amount of \$14,000.00.

Community Action Program Belknap-Merrimack Counties, Inc. wishes to take this opportunity to thank you and the townspeople for your support of Community Action Program services and activities in the Town of Henniker provided by the Warner Area Resource Center.

Once again, thank you for your continued support and if you should have any questions, please do not hesitate to contact Leah Richards, Director of Energy & Area Resource Center Programs at lrichards@capbm.org or 603-225-3295.

Sincerely,

Jeanne Agri
Executive Director

JA:klh

AC-Funding Thank You Letters 2023

cc: Leah Richards, Director of
Energy and Area Resource Center Programs



WHITE BIRCH CENTER

HENNIKER, NEW HAMPSHIRE

Diane Kendall - Town Administrator
Kris Blomback – Chairperson, Board of Selectmen
Henniker Town Hall
18 Depot Hill Road
Henniker, NH 03242

October 18, 2023

Dear Diane and Kris,

I am writing to request that \$65,000.00 be placed into the 2024 Town of Henniker budget considerations for White Birch Center. Henniker has generously supported the White Birch Center for Active Living since 1996 and our need continues as well as our desire to continue providing Henniker seniors with excellent programming.

The money we receive from Henniker is restricted to our senior programming. I have included our current budget for the Active Living Program. It shows that expenses for this program are anticipated to be at least \$114,000. It is the case with all senior centers that costs far outweigh income due mainly to the fact that most seniors are on fixed/limited incomes and cannot afford to pay much for programming.

The grant from the town is an investment in the Town of Henniker. Our program wages go to Henniker residents. The Center for Active Living creates opportunities for volunteering. For example, we have a "Volunteer" Grandfather who visits children in our child care center. Seniors help organize and execute some of our senior programming. Dial A Ride volunteer drivers take seniors to medical appointments.

White Birch Center for Active Living coordinated with state and nonprofit partners to offer over seventy-five different programs including fitness, education, travel, shopping, arts, entertainment, cultural, dining, and social activities. Based on research, White Birch offers more programming with less space than senior centers in Hopkinton, Bradford, New London, and Concord.

We are more than happy to share more information about our operations and needs with you at a Selectboard's Meeting or a meeting of the Budget Committee. We appreciate your consideration.

Sincerely,

David Jadlocki - Board President

White Birch Center Board of Directors

Rev. David Jadlocki – President

Anna Gurnee – Vice President

Elin Leonard – Treasurer

Kristen MacLean – Secretary

George Mobley

John Capuco

Rich Annis

Val Simeone

Christine Mulcahey

Jen Vaigrt

Beth Towle

Jay Zax

White Birch Active Living 2023-2024 Budget

Account Name	Sub Account Name	Sub-Sub Account Name	Total Active Living
Wages and Salaries			
	Employee Payroll		\$48,460.00
Employee Benefits			
	Health Insurance		\$2,661.12
	Employee Life Insurance WBCC		\$96.46
	Simple IRA		\$1,423.50
Payroll Taxes			
	Social Security		\$3,004.52
	Medicare		\$726.90
	State Unemployment Tax		\$96.92
Rent			\$10,602.00
Maintenance and Repairs			
	Interior/Exterior Building Maintenance		\$3,500.00
Insurance			
	General Liability Insurance		\$3,625.00
	Worker's Compensation		\$600.00
Technology			
	Telephone Service		\$687.50
	Telephone Maintenance		\$12.50
	Internet		\$300.00
	Software		\$2,250.00
	IT Support		\$5,750.00
Postage			\$750.00
Supplies			
	Admin Supplies		\$500.00
	Cleaning Supplies		\$2,500.00
Programs Expense			
	Business Meeting Expense		
		Business Meeting	\$75.00
Marketing Expense			
	Corporate Marketing Materials		
		Brochures	\$0.00
		Corporate Clothing	\$250.00
		Gifts and Donations	\$125.00
Fundraising Expense			
	Annual Appeal Expense		\$125.00
	Fundraising Event		\$7,500.00
	Fundraising Miscellaneous		\$125.00
Vehicles and Travel			
	Vehicle Expense		
		Vehicle Registration / Fees	\$525.00
		Vehicle Maintenance & Repairs	\$843.75
	Travel Expense		
		Parking and Tolls	\$50.00
Professional Fees			
	Legal & Accounting		\$4,250.00
	Investment Management Fee		\$625.00
Business Filing and Service Fees			
	Service Fees		
		Payroll Processing Fee	\$155.00
	Memberships & Subscriptions		\$621.00
Copier Expense			
	Copier Cost of Ownership		\$2,000.00
Depreciation Expense			\$9,250.00
TOTAL			\$114,066.17

TOWN OF HENNIKER
4700 Debt
2024 Budget Request Details

Rev 1705.14 Function: Debt Service. Expenditures related to interest and principal payments on long term debt shall be as follows:

- (a) Account 4711, principal – long term bonds and notes, shall be for expenditures related to the payment and retirement of long term debt;
- (b) Account 4712, principal – other debt, shall be for expenditures related to payment of principal associated with long term debt other than bonds or notes;
- (c) Account 4721, interest – long term bonds and notes, shall be for expenditures related to the payment of interest associated with long term debt;
- (d) Account 4722, interest – other debt, shall be for expenditures related to payments of interest on long term debt other than bonds or notes;
- (e) Account 4723, interest on tax and revenue anticipation notes, shall be for expenditures related to payment of interest on short-term borrowing for less than one year; and

<u>4711</u>	<u>Debt Service Principal</u>	<u>\$92,596</u>
General Fund pays 40% of the WWTP bond, \$12,000; and Western Avenue Bridge loan \$80,596. Last year of the WWTP bond.		
<u>4721</u>	<u>Debt Service Interest</u>	<u>\$16,265</u>
General Fund pays 40% of the WWTP bond, \$525; and Western Avenue Bridge loan \$15,740. Last year of the WWTP bond.		
<u>4722</u>	<u>Debt Service Lease</u>	<u>\$37,568</u>
CAT lease for motor grader – principal \$36,753.83; interest \$814.33. This is the last year of the lease.		
<u>4723</u>	<u>Debt Service TAN Interest</u>	<u>\$13,500</u>
Interest rate will be increasing compared to prior years		
Total Requested.....	\$ 159,929

**WASTEWATER BUDGET
2024**

**4326-4240
Training & Licenses**

DES Classes 5 @ 100.00 ea.	500.00
Meetings & Trade Shows	600.00
License Renewal – Rich & Chazz & Eric	<u>100.00</u>
	\$1,200.00

**4326-4291
Uniforms**

Pants 18 @ 35.00 ea.	630.00
T Shirts 18 @ 12.00 ea.	216.00
Sweatshirts 9 @ 25.00 ea.	<u>225.00</u>
	\$1,071.00

**4326-4301
Accounting**

Check/Bill Printing	270.00
Avitar Software Support	730.00
Bill Folding & Stuffing Service	<u>50.00</u>
	\$1,050.00

**4326-4320
Legal/Consulting**

ESR #03 CMOM	\$20,000.00
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**4326-4341
Telephone**

2023 Avg. Mo. Bill 254.00 X 12 mos.	3,100.00
428-7215 Regular Phone WWTP	
428-8312 Internet & 1 st Fire Alarm#	
428-4245 2 nd fire alarm #	
428-7307 Regular Phone West Henniker P.S.	
428-6427 Alarm Line,	
848-5384 Cell Phone, Stipend \$75.00/Mo.	<u>900.00</u>
	\$4,000.00

**4326-4408
Electric Pump Station (W. Henn.)**

2023 Avg. Mo. Bill = \$320.00 + 10% X 12 mos. Est.	\$4,500 (rounded)
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**4326-4409
Electric Plant/Ramsdell**

2023 Avg. Mo. Bill = \$4,090 + 5% X 12 mos.	\$52,000 (rounded)
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**4326-4410
Electric Maple St.**

2023 Avg. Mo. Bill = \$115 + 10% X 12 mos.	\$1,510 (rounded)
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**4326-4411
Heat Press Bldg.**

1,800 gallons @ \$3.419/gal. + contingency	\$7,000 (rounded)
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**4326-4412
Water**

Plant	9,473.00 + 13,161.00	22,634.00
Ramsdell	653.00 + 865.00	1,518.00
W. Henn.	164.00 + 164.00	<u>328.00</u>
		\$24,480.00
	+12% =	<u>2,590.00</u>
		\$27,500
		(rounded)

**4326-4413
Heat Plant**

2,400 gallons @ \$4.399/gal.	\$10,557
Switched to Low Sulfur "ORD" Fuel (New Generator)	
New Plant Boiler in fall 2012	

**4326-4414
Alarm Service**

Fire Alarm Service	180.00
Test & Inspection	250.00
Alarm System	<u>375.00</u>
	\$850.00
	(rounded)

**4326-4415
Heat Propane**

Rolloff Room	500 gallons @ \$1.439/gal	
Blower Bldg.	500 gallons @ \$1.439/gal	
		-
		\$2,0000
		(rounded)

**4326-4430
Building Repair & Maint.**

<u>W. Henniker</u>		
Backflow Test	\$45.00 X 2 test/year	90.00

Ramsdell Rd.
Backflow Test \$45.00 X 2 test/year 90.00

Plant
Backflow Test 4 units X \$45.00 X 2 test/yr. 360.00
Other Bldg. Repairs 1,500.00
\$2,040.00

4326-4550
Printing

Miscellaneous Printing **\$700.00**

4326-4560
Dues/Memberships

NHWPCA 3 @ \$35.00 105.00
WEF 1 @ \$110.00 110.00
Granite State Rural Water Association 548.00
\$763.00

4326-4620
Office Supplies

Desk blotters 3 @ \$8.33 25.00
Diary 40.00
Notebooks 40.00
Copy Paper 100.00
Pens, Paper clips, etc. 150.00
Ink Cartridges : Copier,Printer,Fax etc. 500.00
File Folders 30.00
\$885.00

**4326-4625
Postage**

Registered mail (Reports)	25.00
Sewer Bill Mailings 2 X per yr. @ 237.50 ea.	475.00
UPS Shipping	<u>200.00</u>
	\$700.00

**4326-4635
Vehicle Fuel**

\$1,300.00

**4326-4650
Lawn Tractor Repair**

\$600.00

**4326-4660
Vehicle Repair/Maintenance**

\$1,000.00

**4326-4662
Vehicle Parts/Accessories**

LED Warning Light (Pick-up Truck) **\$2,200.00**

**4326-4689
Supplies Other**

Paper towels 12 cases @ \$35.00 ea.	420.00
Toilet Paper 1 case @ \$50.00 ea.	50.00
Edmunds-Hardware @ \$75.00/mo.	900.00
Oil, Aerosols, Antifreeze, etc.	200.00
LED/Florescent lamps/Light bulbs	150.00
Laundry Detergent	60.00
Cleaning Supplies	300.00
Paint	200.00
Filters Air & Oil	300.00
Trash Bags & Vinyl Tubing	<u>200.00</u>
	\$2,780.00

**4326-4741
Equipment Purchases**

Lab Convention Oven	880.00
Snow Blower	<u>799.00</u>
	\$1,680.00

**4326-4805
Equipment Repair**

Inhouse Maint. & Repair	30,440.00
Service Boiler & Furnaces (5)	1,250.00
Plant Generator Service Contract	1,035.00
West Henniker Generator Service Contract	805.00
UV Parts – Lamps, Sleeves, Ballast etc.	<u>6300.00</u>
	\$39,830.00

**4326-4810
Computer Service**

Maintenance & Repair - Mirador	\$3,310
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**4326-4855
Safety Supplies**

Med. Gloves 60 Boxes @ 16.60 ea.	996.00
Other Safety Items	250.00
Safety Boots, Steel Toe 3pr. @150.00ea.	450.00
Dig Safe	100.00
Fire Extinguisher Service	250.00
Full Body Harness x2	<u>840.00</u>
	\$2,886.00

**4326-4860
Lab Repair/Maint.**

QA/QC Calibration	750.00
Flow Meter Calibration	600.00
Inhouse Lab Repairs	1,000.00
Field LDO Probe Sensor Cap	146.00
A.T. LDO Probe Sensor Cap	266.00
Lab LBOD Probe Sensor Cap	151.00
Nanopure Cartridge Kit	942.00
Shipping & Handling	<u>200.00</u>
	\$4,055.00

**4326-4862
Inhouse Lab**

<u>E-Coli</u>	
Reagent, 2 – 100 pks @ 765.00 ea.	1530.00
Sterilized Sample Bottles 1 – 200 pk	166.00
Quanti Trays, 2 – 100 pks @ 255.00 ea.	510.00
Quality Control Kits 1	275.00
2 Comparators @ 31.00 ea.	62.00
Shipping & Handling	200.00

pH

Buffer Pillows 6 Boxes@ 24.00 ea.	180.00
Gel Filled Probe 1	190.00
Storage & Cleaning Solution	40.00

TSS

Glass Microbe Filters 7 Boxes @ \$115.88 ea.	811.00
Dessicant Cartridge 2 @ 40.00 ea.	80.00

Alkalinity

Methyl Orange Indicator 1 Bottle	21.00
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BOD

Nutrient Pillows 10 Packages @ \$13.86 ea.	138.00
NSI 8 Bottles @ \$182.00 per 4 pk.	364.00

Other Lab Supplies

Kimwipes 4 Boxes @ \$5.50 ea.	22.00
Certified Thermometers 5 @ \$74.85	375.00
Alcojet 2 Boxes @ 29.50 ea.	60.00
Glassware, Forceps & Brushes	220.00
QA/QC Sample Test Kit	500.00
Nano Pure Final Filter	144.00
Calibrated Charts & Pens	907.00
Sulfuric Acid	24.00
Shipping & Handling	<u>200.00</u>
	\$9,400.00

**4326-864
Outside Lab**

Effluent Testing 2 /yr.	231.00
Sludge Analysis 4 / yr.	3557.00
1 LC-50 Toxcity Test	1000.00
4 Split E-Coli @ 30.00 ea.	120.00
12 Conductivity @ 10.00 ea.	120.00
12 Heterotrophic Plate Count @25.00 ea.	<u>300.00</u>
24 copper	360.00
12 Nitrogen	300.00
24 Total phosphorus	480.00
12 Kjeldahl	300.00
12 Nitrate and Nitrite	<u>300.00</u>
Total	\$9,500

**4326-869
Sludge Processing**

6 Drums polymer @ \$1669.50 ea.	10017.00
Belt Press Repair Parts	1000.00
Polymer Solvent 10 gal.	<u>150.00</u>
	\$11,167.00

**4326-870
Sludge Disposal**

Disposal Cost 220 Tons @ \$73.00/ton	24180.00
Transportation Cost 16 Trips @ \$1,500.00 ea.	<u>35000.00</u>
	\$59,180.00

**4326-871
Grit Disposal**

70 boxes of grit & screenings for disposal at Turnkey Landfill	\$2,700.00
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**4326-875
Collection System**

Collection System Maintenance	26,000.00
Manhole Frames & Covers 8@358.00 ea.	<u>2864.00</u>
	\$28,864.00

**4326-940
Debt Service**

\$36,920

**4326-988
pH Adjustment**

212 Drums NaOH 50% @ 232.00 ea.	\$49,256.00
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**4326-990
Emergency Expenditures**

\$50,000.00