

Account #	Account Title	2022 Requested	2021 Approved	2022 vs 2021 \$	2022 vs 2021 %	2020 Approved	2019 Approved	2018 Approved
<b>TOWN OFFICE</b>								
4150	110 Town Office - Wages FT	332,119	278,029	54,090	19.5%	256,987	236,251	235,045
4150	113 Town Office - Wages PT	15,059	29,780	(14,721)	-49.4%	29,406	28,951	27,356
4150	210 Town Office - Payroll Service	3,300	13,200	(9,900)	-75.0%	0		
4150	211 Town Office - Benefit Insurances	38,964	59,033	(20,069)	-34.0%	40,161	54,855	68,223
4150	220 Town Office - Fica	26,352	23,132	3,220	13.9%	21,661	19,970	19,647
4150	230 Town Office - Retirement	46,696	34,942	11,754	33.6%	24,040	24,221	26,748
4150	240 Town Office - Training / Seminars	1,225	1,225	0	0.0%	1,225	1,225	1,225
4150	301 Town Office - Consultant - Auditor	16,000	16,000	0	0.0%	16,000	16,000	16,000
4150	312 Town Office - Consultant- Assessor	40,000	40,000	0	0.0%	40,000	40,000	40,000
4150	341 Town Office - Telephone	6,500	6,500	0	0.0%	6,500	6,500	8,040
4150	409 Town Office - Custodial Service	16,860	16,860	0	0.0%	16,860	16,860	16,860
4150	410 Town Office - Electricity	3,000	3,000	0	0.0%	3,000	3,000	2,400
4150	411 Town Office - Heat	5,997	5,098	899	17.6%	6,472	6,000	4,983
4150	412 Town Office - Water/Sewer	1,136	1,728	(592)	-34.3%	1,728	815	953
4150	414 Town Office - Alarm Monitoring	1,775	1,775	0	0.0%	1,775	2,000	1,275
4150	429 Town Office - Medical Supplies	200	200	0	0.0%	200	200	100
4150	430 Town Office - Blding Repair/Maintenance	2,900	2,900	0	0.0%	13,505	2,780	2,000
4150	434 Town Office - Custodial Supplies	1,600	1,600	0	0.0%	1,600	1,600	1,600
4150	450 Town Office - Grange Electric	1,500	1,500	0	0.0%	1,500	1,500	1,620
4150	451 Town Office - Community Ctr Elec	4,200	4,200	0	0.0%	4,200	4,200	4,140
4150	452 Town Office - Grange Water/Sewer	808	808	0	0.0%	808	808	953
4150	453 Town Office - Community Ctr Wtr/Swr	808	808	0	0.0%	808	808	953
4150	454 Town Office - Grange Alarm	400	400	0	0.0%	400	400	400
4150	455 Town Office - Community Ctr Alarm	575	575	0	0.0%	575	575	400

Account #	Account Title	2022 Requested	2021 Approved	2022 vs 2021 \$	2022 vs 2021 %	2020 Approved	2019 Approved	2018 Approved
4150	456 Town Office - Grange Heat	2,888	2,293	595	25.9%	2,378	2,548	1,933
4150	457 Town Office - Community Ctr Heat	2,888	2,653	235	8.9%	2,738	2,908	2,908
4150	458 Town Office - Grange Maintenance	854	854	0	0.0%	854	500	500
4150	459 Town Office - Comm Ctr Maintenance	1,500	1,500	0	0.0%	9,244	900	900
4150	460 Town Office - Grange Telephone	1,320	1,320	0	0.0%	1,320	1,320	1,168
4150	461 Town Office - Comm Ctr Telephone	1,080	1,080	0	0.0%	480	480	480
4150	550 Town Office - Printing	1,500	1,500	0	0.0%	1,200	1,200	1,200
4150	552 Town Office - Town Report	2,500	2500	0	0.0%	2,500	2,500	2,500
4150	560 Town Office - Dues/Membership	1,200	1,200	0	0.0%	375	375	375
4150	570 Town Office - Advertising	1,800	1,800	0	0.0%	1,800	1,800	1,800
4150	620 Town Office - Office Supplies	5,500	5,200	300	5.8%	5,200	5,200	5,200
4150	625 Town Office - Postage	7,200	7,200	0	0.0%	7,200	7,200	7,200
4150	637 Town Office - Mileage	2,000	2,000	0	0.0%	2,000	2,000	2,000
4150	670 Town Office - Books	1,500	1,500	0	0.0%	1,500	1,500	900
4150	740 Town Office - Equipment Purchase	1,000	1,000	0	0.0%	1,000	3,200	1,000
4150	810 Town Office - Computer Licenses/Maint	76,842	29,345	47,497	161.9%	29,345	25,145	25,056
4150	815 Town Office - Copier Lease	1,545	2,541	(996)	-39.2%	2,541	2,541	2,541
4150	825 Town Office - County Registry	700	700	0	0.0%	700	700	700
4150	827 Town Office - Lein Research	4,300	4,300	0	0.0%	4,300	4,300	4,300
4150	835 Town Office - Website Expenses	4,887	4,887	0	0.0%	5,620	3,000	3,000
Town Office - Budget Total		690,978	618,666	72,312	11.7%	571,706	538,836	546,582

**TOWN OF HENNIKER**  
**Town Office**  
**2021 Budget Request Details**

<b>110</b>	<b>Wages Full Time</b>	<b>\$318,466</b>
	Full time wages. TA, Fin Director, Deputy Fin Director, Exec Secretary, 30% of Deb.	
<b>113</b>	<b>Wages Part Time</b>	<b>\$15,457</b>
	Land Use clerk. Prorated sick, vacation and holiday are only benefits available to part time staff.	
<b>210</b>	<b>Payroll Service</b>	<b>\$3300</b>
	Payroll service for the first quarter of 2022	
<b>211</b>	<b>Benefit Insurances</b>	<b>\$38,964</b>
	Anthem health insurance for Town Administrator, Finance Director, Deputy Finance Director, Exec Secretary, 30% of Deb	
<b>220</b>	<b>Fica</b>	<b>\$25,338</b>
	Social Security taxes of 6.2% and Medicare taxes of 1.45% have not seen any changes and are applied to gross wages of non full time police and fire employees.	
<b>230</b>	<b>Retirement</b>	<b>\$44,776</b>
	Employer portion of NH Retirement for full time employees. These NHRS Group I wages are subject to a employer rate 14.06 % for all of 2022	
<b>240</b>	<b>Training/Seminars</b>	<b>\$1,225</b>
	This budget is for conferences and meetings. Primex (our workers comp and unemployment comp insurance carrier) puts on several meetings per year addressing safety, general government operations, supervisor training and many other directly related educational training. The NH Municipal Association also puts on several meetings including it's week long conference held in November. This budget also pays for computer training to keep the employees up to date in the operation of applications used to enhance the municipal assessing software.	
<b>301</b>	<b>Consultant – Auditor</b>	<b>\$16,000</b>
	The budget for the annual financial audit and GASB compliant financial statements is \$14,500. Gasb 75 report \$1,500 per year.	
<b>312</b>	<b>Consultant – Assessing</b>	<b>\$40,000</b>
	Due to the changes in Assessor, we now have two contractors to pay from this budget. George Sansoucy, our utility consultant in the Eversource case, is now assessing our utilities. In addition, Avitar is the assessing consultant for all other real estate, current use assessment, land use change tax calculations.	

<b>341</b>	<b>Telephone</b>	<b>\$6,500</b>
The 2019 budget line pays TDS for the internet service, and fax lines into the Town Hall. We also pay TPX for the voip service which provides all voice, telephone messaging into Town Hall. Cell service for the Town Administrator is \$75 per month and Finance/Systems cell is also \$75.00 per month. TDS averages \$150 per month + TPX \$225 + \$150 cell = \$6300 + \$200 for usage variance = \$6500.00)		
<b>409</b>	<b>Custodial Service</b>	<b>\$16,860</b>
This service cleans the Town Hall, Community Center, Grange and Police Station. The Town Office, Grange & Community Center share of budget requested is \$16,860. Police uses the same contractor but budgets their own cleaning expenses in the PD budget.		
<b>410</b>	<b>Electricity</b>	<b>\$3,000</b>
The average monthly bill for the previous 12 months at the Town Hall is \$237. We are requesting the budgeted amount of \$250 per month to absorb usage variance. Budget Requested is $250 \times 12 = \$3,000$ The Town of Henniker purchases power through a broker. We currently purchase our electricity from Engie Resources at .0684 per kwh. The Town has 2 more years on this contract.		
<b>411</b>	<b>Heat</b>	<b>\$5,997</b>
The town purchases oil and propane on an annual town wide bid. For the September 2021- July 2022 season, oil is at 2.399 per gallon up 50 cents per gallon from 2021 pricing and propane is up .36 cents from 2021 pricing at 1.699. Town Hall burns about 2500 gallons or \$5997		
<b>412</b>	<b>Town Hall Water/Sewer</b>	<b>\$1,136</b>
Town Hall is receiving minimum sewer bills, $240 \times 2 = 480$ . The Town Hall and the Parks bubbler receive 2 bills per year for 656 Making the combined \$1136		
<b>414</b>	<b>Alarm Monitoring</b>	<b>\$1,775</b>
Electronic Security Protection charges an annual fee of \$180.00 for security alarm monitoring. The City of Concord provides fire alarm monitoring for \$220. An annual sprinkler testing is estimated at \$450.00. This budget also provides the fees related to an annual system check and provides for any maintenance to the system. We installed a wireless alarm connection to our fire panel and burglar system, which also has an annual fee of \$175. Given the connection issues and age of the system, we are requesting \$750 for repairs for a total request of \$1775		
<b>429</b>	<b>Medical Supplies</b>	<b>\$200</b>
This account is used for maintenance of an emergency medical kit at the Town Hall. We will engage the same automatic service the other departments are using now to maintain these safety supplies		
<b>430</b>	<b>Building Repairs/Maintenance</b>	<b>\$2,900</b>
This account is used for general building maintenance at the Town Hall. Currently, we employ JP Chemical for insect/rodent control at \$65 per month or \$780. Examples of other intended uses are: heating system repairs, plumbing repairs, electrical maintenance, and structure repairs.		

<b>434</b>	<b>Custodial Supply</b>	<b>\$1,600</b>
	This account is used for typical custodial supplies. Paper towels, toilet paper, trash bags and cleaning solutions. These supplies are utilized by the custodial service for cleaning and restocking the public rest rooms.	
<b>450</b>	<b>Grange Electric</b>	<b>\$1,500</b>
	The Grange usage averages \$125.00 per month. Budget requested 125 x 12 months.	
<b>451</b>	<b>Community Center Electric</b>	<b>\$4,200</b>
	The community center and outside parking lot lighting average \$339. Budget requested 350*12	
<b>452</b>	<b>Grange Water/Sewer</b>	<b>\$808</b>
	The grange qualifies for the minimum billing for both water and sewer. Water $163.80 \times 2 = 327.60$ , Sewer $240 \times 2 = 480$ $328 + 480 = 808$	
<b>453</b>	<b>Community Center Water/Sewer</b>	<b>\$808</b>
	The community center is assessed 1 unit each for water and Sewer. Water charges are estimated at \$375. Sewer charges estimated at \$625. Total requested \$1,000	
<b>454</b>	<b>Grange Alarm</b>	<b>\$400</b>
	Electronic Security Protection charges \$180 per building for annual alarm monitoring. The alarm system usually requires some annual maintenance of cleaning or repairs which we are estimating at \$175 for one service call.	
<b>455</b>	<b>Community Center Alarm</b>	<b>\$575</b>
	Electronic Security Protection charges \$329 per building for annual alarm monitoring. The alarm system usually requires some annual maintenance of cleaning or repairs which we are estimating at \$175 for one service call.	
<b>456</b>	<b>Grange Heat</b>	<b>\$2,888</b>
	The Grange uses approximately 1700 gallons of propane Requested $1700 \times 1.699 = 2,888$	
<b>457</b>	<b>Community Center Heat</b>	<b>\$2,888</b>
	The Community Center uses approximately 1700 gallons of propane.* $1.699 = 2,888$	
<b>458</b>	<b>Grange Maintenance</b>	<b>\$854</b>
	This budget covers all heating system, plumbing, building and electrical repairs. Requesting 500. Energy Upgrades to Grange based on proposal from Daystar Builders \$354. Total requested $500 + 354 = \$854.00$	
<b>459</b>	<b>Community Center Maintenance</b>	<b>\$1,500</b>
	This budget covers all heating system, plumbing, building and electrical repairs. \$900. Also, handicap ramp is in need of repair.	

<b>460</b>	<b>Grange Telephone</b>	<b>\$1,320</b>
	This budget covers the telephone system which is needed to operate the alarm system on the fire panel. The Grange currently has internet service to the building to support the Welfare Director located in that building	
<b>461</b>	<b>Community Center Telephone</b>	<b>\$1,080</b>
	This budget covers the telephone system which is needed to operate the alarm system on the fire panel Added in 2020 was internet service for broadcasting meetings. \$90 per month x 12 months = \$1080	
<b>550</b>	<b>Printing</b>	<b>\$1,500</b>
	This budget covers the cost of printing letterhead, envelopes, and business cards and accounting disbursement checks.	
<b>550</b>	<b>Town Report</b>	<b>\$2,500</b>
	This budget covers the cost of printing town report. The cost is based on content which is a difficult number to estimate.	
<b>560</b>	<b>Dues/Memberships</b>	<b>\$1200</b>
	This budget pays for membership fees into: NH Government Finance Officers, NH Login, NH Municipal Managers, NH Assessing Association, .	
<b>570</b>	<b>Advertising</b>	<b>\$1,800</b>
	This budget pays for general advertising. Legal notices, public hearing notices, help wanted advertisements, committee member searches, purchase bidding notices.	
<b>620</b>	<b>Office Supplies</b>	<b>\$5,500</b>
	This budget pays for general office supplies. The majority of the budget is used for copy paper, binders, paper clips, ink, toner cartridges, generic envelopes, paper for PA-28 related correspondence, storage binders.	
<b>0625</b>	<b>Postage</b>	<b>\$7,200</b>
	This budget pays for general office mailing, public hearing notices for special events, payments to vendors. Also pays for leasing/maintenance contract of mailing machine equipment which is approximately \$2,100.	
<b>637</b>	<b>Mileage</b>	<b>\$2,000</b>
	This budget covers employee travel which is reimbursed at the current government rate in cents per mile. Also covers conference transportation and if needed overnight accommodations.	
<b>670</b>	<b>Books</b>	<b>\$1,500</b>
	This budget covers the annual subscription costs of the Union Leader and Concord Monitor primarily to obtain verification of advertising and notices. This budget also covers the subscription service to Lexis Nexis which provides the legal books and their associated updates which doubled in cost for 2018, to \$976 for just the subscription.	

<b>740</b>	<b>Equipment Purchase</b>	<b>\$1,000</b>
	This budget is for small office equipment purchases, such as printers, electronic hole punches, electric staplers. Difficult to forecast what will be needed to be replaced. Budget Requested \$1,000	
<b>810</b>	<b>Computer Maintenance</b>	<b>\$76,842</b>
	Maintenance fees for the transition . BS & A, the accounting software at \$12,355. Avitar, the tax billing software at \$12,045. Mirador IT services at \$38,632 which includes the cost of the pc replacement program. The police department share is 40% or \$19200. The conversion timing could have us paying Vision \$5840 for support and \$1,550 for hosting. Town Hall streams is \$335 per month \$4020.00. The conversion timing will also have us paying Sage \$2400 as that contract renews in February. Total requested \$12355+12045+38632+5840+1550+4020+2400=\$76,842	
<b>815</b>	<b>Copier Lease</b>	<b>\$1545</b>
	Both copiers are "owned" by the Town now. This is the cost of the maintenance contracts (which includes consumable supplies)	
<b>825</b>	<b>Registry of Deed Fees</b>	<b>\$700</b>
	The Town of Henniker is required to pay the County Registrar fees relating to deed work, plan recordings, map copies and recording fees for tax related filings.	
<b>827</b>	<b>Lien Research</b>	<b>\$4,300</b>
	After a tax bill becomes over one year old, a lien is placed on the property and the interest rate jumps from 12% to 18%. When these liens are placed, a search of the accurate owner and verification of other deed related information is done on each lien. This is performed by the service Total Notice LLC. The charges are based on volume making the exact sum difficult to predict.	
<b>835</b>	<b>Website Expenses</b>	<b>\$4,887</b>
	This budget pays for the website hosting, the webname Henniker.org and email distribution service (Constant Contact) to send the newsletters and information to subscribers to the service \$420.00. Also, the annual maintenance fee of Civic Website	
<b>Total Requested.....</b>		<b>\$674,789</b>

### Payroll - Estimated 2022 Wages

No Merit Steps 2011	Cola	2.0%
No Merit Steps 2012	Cola	2.0%
No Merit Steps 2013	Cola	1.5%
Merit Steps 2014	Cola	0 %
Merit Steps 2015	Cola	2.0%
Merit Steps 2016	Cola	4.0%
Merit Steps 2017	Cola	2.0%
Merit Steps 2018	Cola	1.0%
Merit Steps 2019	Cola	2.5%
Merit Steps 2020	Cola	1.5%
Merit Steps 2021	Cola	0
<b>New Merit System 2022</b>	<b>Cola</b>	<b>1.2%</b>

Town Off	Town Admir	Joe Devine	21-Oct-19	3.2	50.58	250	440	1640	2080	104,611	8,003	14,708
Town Off	Asst Admin	Wendy Baker	07-Feb-21	1.9	21.25		440	1640	2,080	43,909	3,359	6,174
Town Off	Fin Dir	Russ Roy	08-Sep-92	30.3	50.81	1,250	440	1640	2,080	106,249	7,921	14,939
Town Off	Dep Finance	Kelly	15-Nov-21	1.1	31.45		440	1640	2,080	64,957	4,969	9,133
Town Off	Land Use	New Hire			18.10		176	656	832	15,059	1,152	0
TCTX	Deputy	Debbie Aucoin	25-Sep-06	16.3	20.30	225	132	492	624	12,393	948	1,742
<b>TOWN OFFICE</b>		<b>Totals</b>				<b>1,725</b>				<b>250,179</b>	<b>20,002</b>	<b>38,964</b>