

2018 Budget Worksheet

	A	B	C	D	E
1	Description	Budget	2017	2018	
2			Amount	Amount	%
3			2017	as of 9/11/2017	
117	4196 Insurance:				
118	Property Liability Insurance	27,660	24,110.00		-100.0%
119	Unemployment Compensation Insurance	2,200	500.00		-100.0%
120	Workers Compensation Insurance	25,750	14,423.00		-100.0%
121	Insurance Deductible	1,000	0.00		-100.0%
122	4196 Insurance:	56,610	39,033.00		-100.0%
123					
124	4197 Advertising and Regional Association:				
125	Advertising	1,000	736.12		-100.0%
126	Dues	2,300	2,151.08		-100.0%
127	4197 Advertising and Regional Association:	3,300	2,887.20		-100.0%
128					
129	4199 Other General Government:	1,500	0.00		-100.0%
130					
131	SUBTOTAL for GENERAL GOVERNMENT:	635,741	371,448.44		-100.0%
132					
133	4210-4214 Police:				
134	Wages and Salaries	120,512	70,467.22		-100.0%
135	Officer Over-Time wages	2,470	1,927.67		-100.0%
136	Benefits	89,556	44,257.03		-100.0%
137	Telephone & Communications	2,900	1,484.76		-100.0%
138	Uniforms & Equipment	2,000	2,662.20		-100.0%
139	Gasoline	6,000	914.11		-100.0%
140	Vehicle Repair & Maintenance	1,300	1,174.80		-100.0%
141	Miscellaneous	500	1,341.45		-100.0%
142	Major Equipment	300	1,388.20		-100.0%
143	Computer Hardware and Software	4,700	4,340.00		-100.0%
144	Training & Education	300	32.00		-100.0%
145	Professional Associations	300	260.00		-100.0%
146	Animal Control (Cat & Dog)	250	0.00		-100.0%
147	4210-4214 Police:	231,088	130,249.44		-100.0%
148					
149	4215-4219 Ambulance:	61,000	45,723.54		-100.0%
150					
151	4220-4229 Fire:				
152	Administration	250	0.00	250	0.0%
153	Reporting Software	1,900	1,536.00	1,900	0.0%
154	Telephone	930	592.82	930	0.0%
155	Training	1,200	0.00	1,200	0.0%
156	Dues	2,875	2,414.00	2,875	0.0%
157	Miscellaneous	300	684.83	300	0.0%
158	Chief Salary	1,000	500.00	1,000	0.0%
159	Insurance Contribution	7,154	6,749.00	7,154	0.0%
160	Fire Trucks Parts and Supplies	4,800	0.00	4,800	0.0%
161	Motor Fuel	1,500	0.00	1,500	0.0%
162	Fire Trucks Major Equipment	1,750	50.00	1,750	0.0%
163	Hazmat Equipment	450	0.00	450	0.0%
164	Radio Repairs	1,000	160.00	1,000	0.0%
165	Electric	1,600	1,411.14	1,600	0.0%
166	Heat	5,000	951.87	5,000	0.0%
167	Station Maintenance and Repair	2,600	2,964.72	2,600	0.0%
168	Fire Trucks Maintenance and Repair	3,500	1,101.81	3,500	0.0%
169	Breathing Apparatus Maintenance and Repair	1,350	0.00	1,350	0.0%
170	Equipment Maintenance and Repair	4,000	2,705.29	4,000	0.0%
171	FAST Squad Equipment and Supplies	4,500	517.80	4,500	0.0%
172	4220-4229 Fire:	47,659	22,339.28	47,659.00	0.0%
173					
174					

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1	Description	Budget	2017	2018	
2			Amount	Amount	%
3			as of 9/11/2017		increase
175	4290-4298 Emergency Management:				#DIV/0!
176	Forest Fire Equip, Mtnc & Repair	600	0.00		-100.0%
177	Emergency Management Planning and Training	2,850	0.00	2,773.00	-2.7%
178	4290-4298 Emergency Management:	3,450	0.00		-100.0%
179					
180	4299 Other Public Safety (including communications):	27,300	950.18		-100.0%
181					
182	SUBTOTAL for PUBLIC SAFETY:	370,497	199,262.44		-100.0%
183					
184	4312 Highways and Streets:				
185					
186	REGULAR:				
187	Highway Agent Salary	1,000	0.00		-100.0%
188	Telephone	1,000	1,297.83		-100.0%
189	Alcohol and Drug Testing	300	105.00		-100.0%
190	Building Maintenance & Repair	6,000	3,672.68		-100.0%
191	Materials and Maintenance (Gravel and Dirt Roads)	65,000	17,114.82		-100.0%
192	Mud Season material	50,000	48,838.56		-100.0%
193	Asphalt, Cold Patch and Shimming	3,000	845.60		-100.0%
194	Culverts	15,000	11,773.46		-100.0%
195	Payroll	100,068	57,941.08		-100.0%
196	Payroll Over Time	2,697	3,992.05		-100.0%
197	Contracted Services		27,107.50		
198	Benefits	75,235	41,266.79		-100.0%
199	Training & Education	1,000	0.00		-100.0%
200	Electric	5,000	3,891.99		-100.0%
201	Heat	5,000	4,367.36		-100.0%
202	Propane	2,000	207.89		-100.0%
203	Equipment Rental	32,000	1,534.99		-100.0%
204	Supplies	3,000	1,261.39		-100.0%
205	Motor Fuel	18,000	6,893.22		-100.0%
206	Vehicle Maintenance & Repair	25,000	25,032.45		-100.0%
207	Parts, Equipment	10,500	3,982.91		-100.0%
208	Miscellaneous	100	0.00		-100.0%
209	Spare Tires	10,000	2,518.90		-100.0%
210	Roadside Maintenance	22,000	21,876.18		-100.0%
211	Safety Clothing	2,100	1,798.51		-100.0%
212	REGULAR:	455,000	287,321.16		-100.0%
213					
214	WINTER:				
215	Payroll - Winter	62,662	32,467.13		-100.0%
216	Payroll - Winter Over Time	13,486	6,554.86		-100.0%
217	Contracted Services		10,900.00		
218	Benefits - Winter	53,739	32,083.70		-100.0%
219	Motor Fuel - Winter	20,000	9,629.01		-100.0%
220	Vehicle Maintenance & Repair - Winter	30,000	13,091.73		-100.0%
221	Materials - Winter <i>Sand 6000 yds CC# 17,100</i>	75,000	41,488.67		-100.0%
222	Contracted Services <i>15,000 gal</i>	3,500	3,500.00		-100.0%
223	WINTER:	258,387	149,715.10		-100.0%
224					
225	4312 Highways and Streets:	713,387	437,036		-100.0%
226					
227	4316 Street Lighting:	3,526	2,438.27		-100.0%
228					
229	SUBTOTAL for HIGHWAYS and STREETS:	716,913	439,475		-100.0%

Emergency Management Budget for 2018

EOC

Portable Scanner, power cord and case	\$190
Photo printer color, cartridges	\$400
Laminator	\$100
Printer cartridges (2)	\$200
Training for EMD and designated staff (2 Round trips to Concord)	\$160
Total	<u>\$1050</u>

Supplies for training "Until Help Arrives"

Torniquets -Recon CAT knock-offs 4 @\$17=	\$ 68
Triangular bandage Pkg of 10	\$ 34
Printing costs	\$200
Beverage	\$200
Total	<u>\$502</u>

Shelter and Emergency Trailer

Barricades (3)	\$220
Signage stands (4) and signage boards (3)	\$336
Pillows (48)	\$106
Toothbrushes (144)	\$ 15
Toothpaste (144)	\$ 44
Total	<u>\$721</u>

Total requested \$2273

+ \$500.00 radio
2,773 -

entered

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1	Description	Budget	2017	2018	
2			Amount	Amount	%
3			2017	as of 9/11/2017	
60	4152 Revaluation of Property:				
61	Assessor	16,220	6,043.89		-100.0%
62	Utility Appraiser	5,300	2,016.00		-100.0%
63	Tax Map Updates	2,800	3,600.00		-100.0%
64	Assessing Software	5,260	5,260.00		-100.0%
65	Training	300	0.00		-100.0%
66	4152 Revaluation of Property:	29,880	16,919.89		-100.0%
67					
68	4153 Legal Expense:	55,000	37,549.63		-100.0%
69					
70	4155-4159 Personnel Administration:				
71	Town Portion OASDI (6.2% of total payroll)	33,414	20,168.28		-100.0%
72	Medicare, Town Portion (1.45% of total payroll)	9,710	5,332.74		-100.0%
73	Payroll Contract	2,800	1,721.71		-100.0%
74	4155-4159 Personnel Administration:	45,924	27,222.73		-100.0%
75					
76	4191-4193 Planning and Zoning:				
77	UVLS Regional Planning Commission Dues	2,308	2,308.02	2,308.00	0.0%
78	Training	250	0.00	250.00	0.0%
79	Supplies	250	0.00	500.00	100.0%
80	GIS software	1,500	0.00		-100.0%
81	Administrator's Wages	52,572	35,380.80	55,212.00	5.0%
82	Administrator's Benefits	32,413	23,712.68	32,413.00	0.0%
83	ZBA Recorder	1,200	400.00	1,200.00	0.0%
84	Mileage	400	0.00	400.00	0.0%
85	Advertising	750	434.04	750.00	0.0%
86	Postage	750	134.41	750.00	0.0%
87	Publications and Maps	1,000	1,275.00	1,000.00	0.0%
88	Miscellaneous-	100	0.00	100.00	0.0%
89	Land Use Books	200	0.00	200.00	0.0%
90	4191-4193 Planning and Zoning:	93,693	63,644.95	95,083.00	1.5%
91					
92	4194 General Government Buildings:				
93	General Government Maintenance Payroll	18,304	2,618.56		-100.0%
94	Utilities - Academy Building	1,850	1,151.40		-100.0%
95	Heat - Academy Building	3,000	1,003.25		-100.0%
96	Operation of LCAB	2,500	1,182.49		-100.0%
97	Operation Town Offices	4,500	4,141.17		-100.0%
98	Maintenance and Safety Inspections - Town Buildings	2,000	854.05		-100.0%
99	Maintenance and Safety - Pike House	2,500	0.00		-100.0%
100	Utilities: Town Offices	4,000	1,650.63		-100.0%
101	Heat: Town Offices	2,200	550.10		-100.0%
102	4194 General Government Buildings:	40,854	13,151.65		-100.0%
103					
104	4195 Cemeteries:				
105	Electric	200	66.80		-100.0%
106	Equipment Rental Fees	400	0.00		-100.0%
107	Materials	300	19.28		-100.0%
108	Equipment Maintenance & Repair	1,500	7.99		-100.0%
109	Road Repairs	750	0.00		-100.0%
110	Propane Heat	110	0.00		-100.0%
111	Other Expenses	1,200	0.00		-100.0%
112	Perpetual Care Expenses	19,000	1,320.00		-100.0%
113	Sexton Salary	2,500	0.00		-100.0%
114	Mowing contract	7,038	0.00		-100.0%
115	4195 Cemeteries:	32,998	1,414.07		-100.0%
116					

4191-4193 Planning and Zoning:	
UVLS Regional Planning Commission Dues	2,308
Training	250
Supplies	500
Administrator's Wages	55,212
Administrator's Benefits	32,413
ZBA Recorder	1,200
Mileage	400
Advertising	750
Postage	750
Publications and Maps	1,000
Miscellaneous-	100
Land Use Books	200
4191-4193 Planning and Zoning:	95,083

entered

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1	Description	Budget	2017	2018	
2			Amount	Amount	%
3			as of 9/11/2017		increase
287	Beach Electricity	550	432.42		-100.0%
288	Beach Equipment and Supplies	2,500	1,667.66		-100.0%
289	Beach Pond Program (Camp) Staff	1,500	0.00		-100.0%
290	Beach Lifeguards Wages	8,500	6,255.90		-100.0%
291	Beach Activities Supervisor	3,000	3,197.49		-100.0%
292	Recreation Director Wages	10,285	6,722.71		-100.0%
293	Recreation Miscellaneous	200	609.00		-100.0%
294	RECREATION:	30,335	19,715.18		-100.0%
295					
296	4520-4529 Parks and Recreation:	68,197	45,590.18		-100.0%
297					
298	4550-4559 Library:				
299	Salaries and Wages	47,006	31,595.56	50,356.00	7.1%
300	Librarian Benefits	31,775	23,292.84	32,000.00	0.7%
301	Librarian's Dues/Seminars	1,100	412.00	1,100.00	0.0%
302	Library Assistants Wages	27,385	17,845.53	28,204.00	3.0%
303	Custodial Services	4,800	0.00		-100.0%
304	Janitorial Wages	3,804	4,482.82	7,837.00	106.0%
305	Library Trustees Dues/Seminars	270	270.00	270.00	0.0%
306	Telecommunications	2,800	1,919.36	2,800.00	0.0%
307	Electricity	4,000	2,449.58	4,000.00	0.0%
308	Heat	5,000	1,834.33	5,000.00	0.0%
309	Water	925	607.30	700.00	-24.3%
310	Fire Inspection - Extinguishers	1,100	50.00	1,100.00	0.0%
311	Building Repairs & Maintenance	4,000	2,364.60	3,500.00	-12.5%
312	Snow/Window/Rug Cleaning	2,000	0.00	2,000.00	0.0%
313	Office Supplies & Postage	1,000	1,155.84	1,250.00	25.0%
314	Janitorial Supplies	400	311.31	400.00	0.0%
315	Books	10,000	6,463.24	10,000.00	0.0%
316	Magazines	1,500	334.99	1,425.00	-5.0%
317	Audio Tapes	2,250	1,354.11	2,500.00	11.1%
318	Videos	2,250	1,845.79	2,250.00	0.0%
319	Catalog/Processing	4,300	3,394.90	4,300.00	0.0%
320	Programs / Publicity	800	902.80	800.00	0.0%
321	Other Expenses	100	0.00	100.00	0.0%
322	Computer Maintenance & Supplies	1,500	1,620.23	1,740.00	16.0%
323	4550-4559 Library:	160,065	104,507.13	163,632.00	2.2%
324					
325	4583 Patriotic Purposes:				
326	Memorial Day and Flags	950	206.58		-100.0%
327	4583 Patriotic Purposes:	950	207		-100.0%
328					
329	SUBTOTAL for CULTURE and RECREATION:	229,212	150,303.89		-100.0%
330					
331	4611-4612 Administration and Purchase of Natural Resources:				
332	Conservation Commission Dues	342	266.00		-100.0%
333	Postage and Supplies	75	31.45		-100.0%
334	Education	200	0.00		-100.0%
335	Monitoring Fund	200	0.00		-100.0%
336	Environmental Monitoring	250	0.00		-100.0%
337	Maintenance and Management Conservation Areas	1,033	200.00		-100.0%
338	4611-4612 Administration and Purchase of Natural Resources:	2,100	497.45		-100.0%
339					
340	SUBTOTAL for CONSERVATION:	2,100	497.45		-100.0%
341					
342	4711 Principal - Long Term Bonds & Notes-Highway garage:	25,000	25,000.00		-100.0%
343	Principal-Long Term Bond & Notes-Town Offices:	45,000	45,000.00		-100.0%
344	4721 Interest - Long Term Bonds & Notes-Highway garage:	9,263	9,263.00		-100.0%
345	Interest-Long Term Bonds & Notes-Town Office:	24,413	23,597.50		-100.0%
346	4723 Interest on Tax Anticipation Notes:	8,000	0.00		-100.0%
347					
348	SUBTOTAL for DEBT SERVICE:	111,676	102,861		-100.0%
349					
350	TOTAL OPERATING EXPENSES:	2,199,553	1,326,422		-100.0%

For the 2016 Annual Report - Committee activity suspended in Dec 2016 after determining that what we have is all we'll get without significant expansion which would require land acquisition - and lots of \$\$

Transfer Station/Recycling Center Committee

The committee was restored in 2015 to review the organization of the transfer station, costs and research how we may reduce the costs of recycling. The group consisted of citizens, Transfer Station/Recycling Center staff, Selectperson Patty Jenks, and a former committee member. They contacted the current contract company, several other waste haulers, similar size communities and the Northeast Resource Recovery Association (NRRA) to gather information.

Currently we have a dual stream recycling system where the contract company pickup compacted solid waste and recyclables separated. The center is located in the Highway Department area and was originally a temporary measure until the town could identify funds and develop a plan for a new site for the transfer station. Lyme is no longer receiving reimbursement for certain recyclables which previously offset the costs of recycling in past years. This is a sign of the times and is not unique to Lyme. It is effecting towns across the country, mostly as a result of the economy and lower oil prices.

The issues with the current layout of the transfer station/recycling center are: 1) Compliance with State solid waste regulations; 2) Safety concerns with access of recycling containers, limited space and lighting; 3) Lack of covers to protect containers from weather; 4) Minimize creating leachate into soil; and 5) Larger location to work (NRRA recommends 5-10 acres).

The committee identified short term improvements of safety concerns by changing transfer station hours in the winter, more attention to reduce slippery conditions around the recycling containers and proposed the purchase of covers for the containers in 2017.

Long term suggestions such as changing contractors, single stream recycling and Lyme citizens responsible for recycling were evaluated. These options were found to either not reduce costs, or reduce the control that the town has over costs and the spirit of recycling by the community.

The Committee concluded that the Town needs to move forward with either creating a permanent facility or shift the burden to citizen disposal options like curbside pickup or using the Lebanon Landfill.