

Budget Explanation: 2018

341	Telephone & Communication	Rate/Month	Total/Year	Total: \$2100.00
	Verizon Wireless			
	Fairpoint 2 lines @ PD			
	Verizon Wireless data package	30.00	\$360.00	

610	Uniforms & Equipment	Cost/Item	Total Item	Total: \$1200.00
	individual gear,			
	Uniform Repairs/Replacement			
	Radar certifications X units			

635	Gasoline	Cost/Gal	Gals/Month	Total: \$6200.00
	210 gals/month	2.60	6,552.00	

660	Vehicle Repair/Maintenance	Cost/Item		Total: \$1100.00
	Inspections (2)			
	Oil Changes			
	Tire Rotations			
	Costs for reg. maintenance			

690	Miscellaneous	Cost/Item		Total: \$650.00
	Water cooler rental/jugs			
	Postage			
	Office Supplies			
	Audio Records/ Transcriptions			

700	Major Equipment	Cost/Item		Total: \$2300.00
	Replace Radar System Car 1	2,100.00		
	plus installation fees			

824	Computer Hardware/Software	Cost/Item		Total: \$4800.00
	IMC support/licenses		2,200.00	
	Twin Bridges Contract	2,500.00		

	Internet specific to Police needs			Total: \$900.00
	Wi-Valley	70 pr mo	840.00	

390	Training & Education	Cost/Item		Total: \$300.00
	Inservice Training			
	Other programs			
	Part-Time Officer Qualifications			

395	Professional Association	Cost/Item		Total: \$300.00
	Chief of Police, National			
	NH Police Assoc			

810	Animal Control (Expenses)	Cost/Item		Total: \$250.00
	Lyme Vet Clinic			
	Animal Supplies			

Total Cost Explanation

Total: \$20,100

OFFICE OF THE TOWN CLERK

Patricia G. Jenks, Town Clerk

PO Box 342

One High Street

Lyme, NH 03768

Phone~795-2535 Fax~795-2117

patty@lymenh.gov

2018 Budget Worksheet

	2017 budget		2018
4140-4149-Elections, Registrations & Vitals			
Clerk Salary	\$ 33,575.00		***
Clerk Benefits	26,882.00		***
Clerk Phone	900.00	\$	900.00
TC Meetings & dues	500.00		500.00
Supplies: dog tags, misc office, box rent, envelopes, cartridges	800.00		800.00
Law Books	-0-		-0-
TC Postage	1200.00		1200.00
Computer Software	8190.00		6500.00
Computer Hardware	-0-		-0-
WISH!-printer/scanner/fax combo to service town clerk & tax collector			700.00
Deputy TC wages-2 clerks/each part time; no benefits	24,000.00		24,400.00
Election & Registration payroll-Dep Clerks & moderator	300.00 (1 el)		900.00 (3 el)
Supervisor of Checklist-Payroll	300.00 (1 el)		900.00 (3 el)
Election & Registration (mics, ballots, food, misc)	1000.00 (1 el)		2500.00 (3 el)
Supervisor of Checklist-Election & Registration	200.00 (1 el)		400.00 (3 el)
Lyme Phone Books	1200.00		-0-
Copier Service Contract	325.00		325.00 (??)
TC Vitals	400.00		-0-
TRIAL estimated total		\$	40,025.00**
Plus clerk salary at 2017 amounts			33,575.00**
Plus clerk benefits at 2017 amounts			26,882.00**
	\$101,312.00	\$	100,482.00

2018 Budget Worksheet

1	A	B	C	D	E
2	Description	Budget	2017	2018	%
3		2017	Amount	Amount	increase
4	OPERATING EXPENSES				
5					
6	4130-4139 Executive:				
7	Selectmen Salary	3,000	1,500.00	3,000.00	0.0%
8	Town Web Page	3,200	3,000.00	3,200.00	0.0%
9	Telephone	4,000	2,007.00	4,000.00	0.0%
10	Internet	1,500	992.98	1,700.00	13.3%
11	Employee Physicals and Immunizations	200	0.00	200.00	0.0%
12	Meetings, Seminars & Education	1,500	205.00	1,500.00	0.0%
13	Service Contract on Copier	790	685.00	800.00	1.3%
14	Selectmen's Supplies	5,000	2,604.25	5,000.00	0.0%
15	Postage	2,700	1,647.98	2,700.00	0.0%
16	Contingency	2,250	1,183.00	2,250.00	0.0%
17	Administrative Assistant Wages	54,612	37,067.96	56,250.00	3.0%
18	Administrative Assistant Benefits	29,368	21,734.26	30,000.00	2.2%
19	Selectmen Clerks Wages	24,960	10,711.10	28,111.00	12.6%
20	Energy Committee	355	50.00	355.00	0.0%
21	4130-4139 Executive:	133,435	83,388.53	139,066.00	4.2%
22					
23	4140-4149 Elections, Registration and Vital Statistics:				
24	Town Clerk Salary	33,575	23,038.28	33,575.00	0.0%
25	Town Clerk Benefits	26,882	18,081.80	26,882.00	0.0%
26	Town Clerk Telephone	900	593.30	900.00	0.0%
27	Town Clerk Meetings, Seminars, Education and Dues	500	359.00	500.00	0.0%
28	Town Clerk Supplies	800	552.13	800.00	0.0%
29	Town Clerk Postage	1,200	890.67	1,200.00	0.0%
30	Computer Software	8,190	1,850.00	6,500.00	-20.6%
31	Town Clerk equipment (printer/scanner/fax combo)			700.00	
32	Deputy Town Clerk Wages	24,000	10,768.20	24,400.00	1.7%
33	Election & Registration Payroll	300	300.00	900.00	200.0%
34	Supervisor of the Checklist Payroll	300	259.65	900.00	200.0%
35	Election & Registration	1,000	2,366.09	2,500.00	150.0%
36	Vital Records Restoration	400	0.00	0.00	-100.0%
37	Supervisor of the Checklist-Election & Registration	200	0.00	400.00	100.0%
38	Voting booths	1,540	0.00	0.00	-100.0%
39	Lyme Phone Book	1,200	1,611.00	0.00	-100.0%
40	Copier Service Contract	325	325.00	325.00	0.0%
41	4140-4149 Elections, Registration and Vital Statistics:	101,312	60,995.12	100,482.00	-0.8%
42					
43	4150-4151 Financial Administration:				
44	Refunds & Miscellaneous	500	215.47	500.00	0.0%
45	Audit	11,500	10,250.00	11,500.00	0.0%
46	Tax Collector Salary	10,110	7,494.58	10,110.00	0.0%
47	Recording Fees Grafton County Register of Deeds	400	405.47	400.00	0.0%
48	Tax Collector Telephone	500	603.41	910.00	82.0%
49	Tax Collector Meetings, Seminars, Education and Dues	250	522.05	250.00	0.0%
50	Tax Collector Supplies	500	81.93	500.00	0.0%
51	Tax Collector Postage	925	174.49	925.00	0.0%
52	Deputy Tax Collector Wages	800	0.00	800.00	0.0%
53	Timber Tax Consultant	1,000	0.00	1,000.00	0.0%
54	Treasurer Salary	4,000	2,333.31	4,000.00	0.0%
55	Computer Consultant	2,500	923.85	2,500.00	0.0%
56	Town Report	2,900	2,071.62	2,900.00	0.0%
57	Computer Software	5,200	0.00	5,500.00	5.8%
58	Budget Committee Expenses	150	165.49	150.00	0.0%
59	4150-4151 Financial Administration:	41,235	25,241.67	41,945.00	1.7%
60					

OFFICE OF THE TOWN CLERK

Patricia G. Jenks, Town Clerk

PO Box 342

One High Street

Lyme, NH 03768

Phone~795-2535 Fax~795-2117

patty@lymenh.gov

2018

Budget Worksheet explanation

Clerk Salary-I leave whatever happens with this to the people in charge of such things

Clerk Benefits-Ditto

Clerk Phone-Average cost of monthly bill x 12

Supplies-as stated. Printer cartridges for the state printer are expensive. We use about 2 a year.

Law Books- I stopped receiving hard copies of the NH RSA's as they are available on-line. For anyone without online access I or folks at the Library can assist.

TC postage-this is an in/out item for the most part. Only about 20% of the overall expense is not recouped by mailing fees charged to customers.

Computer Software-The charge for 2018 is less than 2017 because last year we began an online program for dog licensing and we purchased a program to enable the use of credit cards. The amount stated for 2018 is based on an inclusive quote from the vendor that provides us with the motor vehicle/dog/credit card program.

Computer Hardware-I haven't been made aware that the TC office needs any upgrade to the hardware.

WISH-the fax machine and copier in the TC office are shared with the tax collector. They are both easily 20 years old and were used by the Select Board office personnel for several years before we inherited them. Neither is working correctly. We are asked to scan documents regularly now. The scanner is located in the Select Board office and used frequently by that assorted staff. I would like to replace the old copier and fax machine with a multipurpose unit to be shared with the tax collector (we'd use it more frequently I think). Any large quantity copying projects can still be done on the BOS copier.

Deputy Clerk wages- Increased with same % as last year, assuming it certainly would not get bigger.

Election & Registration items are all exclusive to the management of elections. In 2017 there was one election budgeted for. Turns out there'll be two with the special town meeting coming up. That's not the norm. In 2018 there will be one town meeting (we hope) and two other state elections. Each election comes with a schedule of requirements managed by several people including deputy clerks, ballot clerks, moderators and select boards. There are posting and publishing requirements and the cost of creating the official town ballots.

Lyme Phone Books- there are about 100 left from the 2017 run. We'll wait until 2019 for another edition.

Copier Contract-This is for the old copier and would not be needed if the unit is replaced. It's possible the new unit would have a maintenance contract but the amount for that was not provided.

TC Vitals- This is for the restoration and preservation of antique vital records and town meeting record books. I'll not be doing any in 2018.

Patty

Thinking ahead- The clerk's office is currently staffed with your town clerk and 2 part time clerks; neither of which has any interest in being the Town Clerk and both getting set to retire. It is difficult to find anyone interested to go through the intensive training and educational meetings for a work obligation of 3 part-days of work for nominal pay.

I expect, if people don't toss me out, to work another 10 years or so. By then I'll be crazy, forgetful or both.

I feel we need to plan ahead for the efficient transition to another Town Clerk staff.

An option is to consider combining the Clerk/Tax Collector positions, creating a position that would be full time. We could then bring people on board to "deputy" for existing clerk/collector to acclimate to the jobs and still have people in place who know the "ropes" and laws and how to navigate. I see this as a work in progress over a period of a couple of years if the right person was found.

The combination of positions is open voted on by the town. So it's at least a year out if it went on the warrant for consideration in March 2018.

Just a thought, not a recommendation.