

2018 Town Administrator's Proposed Budget

Town of Durham

	1	2	3	4	5	6	7	
	Expended	Expended	Budgeted	Expended	Proposed	Proposal #1	Proposal #2	
	2015	2016	2017	2017	Dept Head	Town Admin	Town Admin	
	As of Year End	As of Year End	As of January	Thru Sept. 30th As of September	2018	2018	2018	
Water Special Revenue Fund								
Water Administration								
Water Admin								
02-4331-221-01-010	F-T Wages - Water Admin	64,287.51	63,136.92	64,500.00	47,816.78	81,000.00	69,100.00	76,500.00
	<i>Narrative for Column # 5</i>	Includes 25% of the salary/wages for the Public Works Director, Engineer, Assistant to the Director, Office Assistant and a portion of the Water Technician's pay.						
		Also Included is a portion of a new Maintenance Worker IV position being requested. This position will assist with water/sewer reading and billing, the water backflow prevention program, assist GIS Manager and work on facility maintenance.						
	<i>Narrative for Column # 6</i>	Town Administrator removed maintenance worker and reduced Office Assistant back to part-time.						
	<i>Narrative for Column # 7</i>	Town Administrator moved Office Assistant back to full-time.						
02-4331-221-01-020	P-T Wages - Water Admin	3,703.00	3,060.00	5,300.00	2,884.00	0.00	3,600.00	0.00
02-4331-221-01-030	O-T Wages - Water Admin	5,249.70	5,460.00	12,800.00	8,910.00	13,100.00	13,100.00	13,100.00
	<i>Narrative for Column # 5</i>	Per the Collective Bargaining Agreement Standby Pay differential increased to \$35.00 per day (previously \$15 per day) effective January 1, 2017. The department currently rotates call within the department and has one individual on call after hours and weekends for emergency work.						
02-4331-221-01-090	Ins Buy-Out (Wages) - Water Admin	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
02-4331-221-01-910	Wage Accrual - Water Admin	-428.13	1,227.48	0.00	-2,036.68	0.00	0.00	0.00
02-4331-221-02-310	Soc Sec - Water Admin	4,530.66	4,517.96	5,300.00	3,672.64	6,000.00	5,500.00	5,700.00
02-4331-221-02-320	Medicare - Water Admin	1,059.65	1,056.53	1,200.00	858.77	1,400.00	1,300.00	1,300.00
02-4331-221-02-330	Retirement - Water Admin	7,014.27	7,176.99	8,700.00	5,328.14	10,700.00	9,400.00	10,200.00
02-4331-221-03-610	Health & Dental - Water Admin	36,475.34	37,046.61	40,200.00	28,703.44	64,400.00	39,200.00	44,600.00
02-4331-221-03-630	Life - Water Admin	150.00	150.00	300.00	112.50	450.00	300.00	400.00
02-4331-221-03-640	STD - Water Admin	980.91	1,054.40	1,200.00	817.76	1,500.00	800.00	1,100.00
02-4331-221-04-010	S.U.T.A. - Water Admin	78.40	89.00	90.00	32.00	100.00	100.00	100.00
02-4331-221-04-020	Workers Comp - Water Admin	1,366.00	1,454.00	2,000.00	1,607.00	0.00	2,300.00	2,300.00
02-4331-221-05-000	Medical Testing - Water Admin	0.00	0.00	0.00	0.00	100.00	100.00	100.00

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		2015	2016	2017	2017	Dept Head	Town Admin	Town Admin
		As of Year End	As of Year End	As of January	Thru Sept. 30th As of September	2018	2018	2018
02-4331-221-06-000	Uniforms & Cleaning - Water Admin	574.98	527.45	675.00	448.99	600.00	600.00	600.00
	<i>Narrative for Column # 5</i>							
	Uniforms required by union contract. Uniforms include shirts, pants, caps and steel toed boots.							
02-4331-221-08-000	Travel & Mileage Reimb - Water Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4331-221-09-000	Educ, Train, & Seminars - Water Admin	240.00	0.00	275.00	0.00	300.00	300.00	300.00
02-4331-221-10-000	Accreditation / Licenses / Certifications	110.00	0.00	110.00	0.00	100.00	100.00	100.00
02-4331-221-12-000	Property / Liab Ins - Water Admin	6,840.00	7,300.00	8,050.00	8,050.00	8,500.00	8,500.00	8,500.00
02-4331-221-17-000	Telephone / Fax - Water Admin	0.00	89.75	0.00	0.00	0.00	0.00	0.00
02-4331-221-18-000	Cell Phones - Water Admin	0.00	715.84	700.00	483.59	700.00	700.00	700.00
02-4331-221-25-000	Office & Computer Supplies - Water Ad	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4331-221-26-000	Postage - Water Admin	1,099.86	1,036.49	900.00	486.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 5</i>							
	Postage to mail the water quality report and semi-annual water bills.							
02-4331-221-27-000	Printing - Water Admin	655.03	0.00	675.00	613.25	0.00	0.00	0.00
	<i>Narrative for Column # 5</i>							
	Water Quality Reports (CCR) - Town and UNH alternate years. UNH is responsible for printing costs in 2018.							
02-4331-221-28-000	Professional / Staff Dev - Water Admin	320.00	450.00	350.00	0.00	350.00	350.00	350.00
	<i>Narrative for Column # 5</i>							
	Mandatory education and certification meetings and seminars.							
02-4331-221-29-000	Membership Dues - Water Admin	0.00	0.00	125.00	0.00	150.00	150.00	150.00
	<i>Narrative for Column # 5</i>							
	American Waterworks Association, NHWWW and American Backflow membership and dues fees.							
02-4331-221-30-000	Books & Pubs - Water Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4331-221-36-000	Contracted Services - Water Admin	5,739.14	2,944.86	4,000.00	2,844.37	4,000.00	4,000.00	4,000.00
02-4331-221-37-000	Legal Fees / Services - Water Admin	0.00	0.00	200.00	0.00	200.00	200.00	200.00
02-4331-221-41-000	Auditing - Water Admin	2,800.00	3,000.00	3,100.00	3,100.00	3,200.00	3,200.00	3,200.00
	<i>Narrative for Column # 5</i>							
	Annual financial audit of the Water Fund.							

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	Expended 2015	Expended 2016	Budgeted 2017	Expended 2017 Thru Sept. 30th As of September	Proposed Dept Head 2018	Proposal #1 Town Admin 2018	Proposal #2 Town Admin 2018
	As of Year End	As of Year End	As of January				
02-4331-221-54-000 Vehicle Maint - Water Admin	963.00	701.10	800.00	739.96	500.00	500.00	500.00
<i>Narrative for Column # 5</i>							
Maintenance of the 2012 1-ton utility truck.							
02-4331-221-56-000 Fuel / Oil For Vehicles - Water Admin	3,384.62	3,003.91	3,000.00	1,612.94	3,100.00	3,100.00	3,100.00
<i>Narrative for Column # 5</i>							
Fuel and oil for the 2012 1-Ton utility truck.							
02-4331-221-73-000 Radios - Water Admin	129.72	120.47	150.00	98.49	150.00	150.00	150.00
<i>Narrative for Column # 5</i>							
Communication equipment, radios and pagers for the Water Department.							
02-4331-221-90-010 Lee taxes (or In Lieu of) - Water Admin	2,185.00	2,305.00	2,300.00	1,153.00	2,300.00	2,300.00	2,300.00
<i>Narrative for Column # 5</i>							
These monies are paid to the Town of Lee in lieu of property taxes for the Lee Well.							
Water Admin Total	149,508.66	147,624.76	170,000.00	118,336.94	206,900.00	172,950.00	183,550.00

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		2015	2016	2017	2017	Dept Head	Town Admin	Town Admin
		As of Year End	As of Year End	As of January	Thru Sept. 30th	2018	2018	2018
					As of September			
Water Services								
Low Pressure System								
02-4332-222-01-010	F-T Wages - Low Pres Sys	35,662.47	38,367.83	35,700.00	27,340.72	68,800.00	36,600.00	36,600.00
02-4332-222-01-020	P-T Wages - Low Pres Sys	105.00	154.00	450.00	245.00	400.00	400.00	400.00
02-4332-222-01-030	O-T Wages - Low Pres Sys	5,313.96	4,752.16	4,600.00	2,555.76	4,800.00	4,800.00	4,800.00
02-4332-222-01-910	Wage Accrual - Low Pres Sys	231.40	-231.40	0.00	0.00	0.00	0.00	0.00
02-4332-222-01-930	O-T Wages - Low Pres Sys - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4332-222-02-310	Soc Sec - Low Pres Sys	2,549.77	2,634.75	2,500.00	1,868.80	4,600.00	2,600.00	2,600.00
02-4332-222-02-320	Medicare - Low Pres Sys	596.42	616.14	600.00	-437.03	1,100.00	600.00	600.00
02-4332-222-02-330	Retirement - Low Pres Sys	4,522.26	4,790.62	4,500.00	3,358.55	8,400.00	4,700.00	4,700.00
02-4332-222-15-000	Electricity - Low Pres Sys	2,191.79	3,837.07	3,400.00	2,640.49	3,400.00	3,400.00	3,400.00
	<i>Narrative for Column # 5</i>							
	Electricity for the Foss Farm Water Tank and Booster Pump Station on Madbury Road.							
02-4332-222-45-000	General Supplies - Low Pres Sys	27,046.43	23,571.38	30,000.00	19,155.33	28,000.00	28,000.00	28,000.00
	<i>Narrative for Column # 5</i>							
	Supplies to operate, repair and maintain the water distribution system encompassing approximately 18 miles of pipe, 1325 service connections, 147 Town owned fire hydrants, and 250 gate valves.							
02-4332-222-51-000	Building Maintenance - Low Pres Sys	0.00	0.00	275.00	696.60	2,200.00	2,200.00	2,200.00
	<i>Narrative for Column # 5</i>							
	Supplies to maintain and paint the Foss Farm Water Tank pit and Madbury Road Booster Station.							
02-4332-222-52-000	Equip Maint (Other Than Office) - Low I	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4332-222-89-000	Miscellaneous - Low Pres Sys	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4332-222-96-000	Capital - Low Pres Sys	0.00	0.00	4,200.00	0.00	2,000.00	2,000.00	2,000.00
	<i>Narrative for Column # 5</i>							
	Fire Hydrant Painting.							
Low Pressure System Total		78,219.50	78,492.55	86,225.00	58,298.28	123,700.00	85,300.00	85,300.00

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				As of September				
Water Treatment								
Water Treatment								
02-4335-223-01-010	F-T Wages - Water Treatment	3,864.38	4,120.64	5,600.00	2,055.04	12,500.00	5,800.00	5,800.00
<i>Narrative for Column # 5</i>								
This line carries a portion of the Water Technician's pay and a portion of a new Maintenance Worker IV position being requested. This position will assist with water/sewer reading and billing, the water backflow prevention program, assist GIS Manager and work on facility maintenance.								
02-4335-223-01-030	O-T Wages - Water Treatment	140.44	0.00	1,400.00	223.20	1,400.00	1,400.00	1,400.00
02-4335-223-01-910	Wage Accrual - Water Treatment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4335-223-02-310	Soc Sec - Water Treatment	245.95	255.48	450.00	141.25	900.00	500.00	500.00
02-4335-223-02-320	Medicare - Water Treatment	57.52	59.76	100.00	33.03	200.00	100.00	100.00
02-4335-223-02-330	Retirement - Water Treatment	443.03	460.29	800.00	256.74	1,600.00	800.00	800.00
02-4335-223-15-000	Electricity - Water Treatment	18,642.50	25,183.89	22,500.00	16,399.93	24,000.00	24,000.00	24,000.00
<i>Narrative for Column # 5</i>								
Includes electrical costs at the Beech Hill Water Tank, Lee Well and Technology Drive Booster Station.								
02-4335-223-16-000	Heating Fuel (Propane Gas) - Water Tr	0.00	0.00	50.00	0.00	50.00	50.00	50.00
<i>Narrative for Column # 5</i>								
Lee Well emergency generator.								
02-4335-223-17-000	Telephone / Fax - Water Treatment	1,820.00	1,641.75	1,850.00	1,300.20	1,800.00	1,800.00	1,800.00
02-4335-223-36-000	Contracted Services - Water Treatment	9,203.39	11,103.28	12,000.00	5,450.71	12,000.00	12,000.00	12,000.00
<i>Narrative for Column # 5</i>								
Instrumental calibration and new testing/sampling requirements from the USEPA.								
02-4335-223-45-000	General Supplies - Water Treatment	0.00	69.97	300.00	106.83	300.00	300.00	300.00
02-4335-223-80-000	Chemicals - Water Treatment	28,521.08	30,371.02	26,000.00	16,050.08	27,000.00	27,000.00	27,000.00
02-4335-223-90-093	Water Testing - Water Treatment	1,520.00	1,690.00	1,150.00	1,435.00	1,400.00	1,400.00	1,400.00
02-4335-223-96-000	Capital - Water Treatment	0.00	0.00	1,000.00	0.00	600.00	600.00	600.00
<i>Narrative for Column # 5</i>								
Painting of the building at the Lee Well.								
Water Treatment Total		64,458.29	74,956.08	73,200.00	43,452.01	83,750.00	75,750.00	75,750.00

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Spruce Hole Well								
02-4335-224-01-010	F-T Wages - Spruce Hole Well	0.00	0.00	6,300.00	1,702.40	6,500.00	3,200.00	3,200.00
02-4335-224-01-020	P-T Wages - Spruce Hole Well	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02-4335-224-01-030	O-T Wages - Spruce Hole Well	0.00	0.00	450.00	0.00	500.00	500.00	500.00
02-4335-224-02-310	Soc Sec - Spruce Hole Well	0.00	0.00	400.00	12.07	400.00	200.00	200.00
02-4335-224-02-320	Medicare - Spruce Hole Well	0.00	0.00	100.00	2.83	100.00	100.00	100.00
02-4335-224-02-330	Retirement - Spruce Hole Well	0.00	0.00	800.00	22.15	800.00	400.00	400.00
02-4335-224-15-000	Electricity - Spruce Hole Well	0.00	1,567.41	16,000.00	1,809.31	4,000.00	4,000.00	4,000.00
02-4335-224-36-000	Contracted Services - Spruce Hole Wel	0.00	0.00	0.00	0.00	31,000.00	31,000.00	31,000.00
	<i>Narrative for Column # 5</i>							
	This item is for ongoing monitoring at Spruce Hole as required by NHDES in the groundwater well withdrawal and groundwater discharge permits. Since the capital project is complete and closed this cost is passed to the operating budget as contracted services.							
02-4335-224-90-010	Lee taxes (or In Lieu of) - Spruce Hole ¹	0.00	3,241.00	5,000.00	1,621.00	5,000.00	5,000.00	5,000.00
Spruce Hole Well Total		0.00	4,808.41	29,050.00	5,169.76	48,300.00	44,400.00	44,400.00

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					As of September			
Water Special Revenue Fund								
Other Water								
Debt Service - Water								
Debt service - Principal								
02-4339-225-92-040	Princ - 2001 S.R.F. Loan - Water	67,060.45	69,389.14	0.00	0.00	0.00	0.00	0.00
02-4339-225-92-060	Princ - 1996/1999/2002 Bond - Water	32,739.80	32,737.00	23,500.00	23,509.00	23,500.00	23,500.00	23,500.00
02-4339-225-92-100	Princ - 2006 Series A Bond - Water	27,290.00	27,291.00	25,000.00	0.00	25,000.00	25,000.00	25,000.00
02-4339-225-92-120	Princ - 2008 General Obligation Bond	35,800.00	36,300.00	36,300.00	0.00	36,300.00	36,300.00	36,300.00
02-4339-225-92-162	Princ - 2013 S.R.F. Loan Spruce Hole -	21,942.00	22,315.00	22,700.00	22,694.00	23,100.00	23,100.00	23,100.00
02-4339-225-92-164	Princ - 2014 S.R.F. Loan - Water Mete	29,101.48	29,910.81	30,700.00	30,732.57	31,600.00	31,600.00	31,600.00
02-4339-225-92-170	Princ - 2014 General Obligation Bond	39,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
02-4339-225-92-185	Princ - 2015 General Obligation Bond	0.00	33,183.00	33,200.00	33,200.00	33,200.00	33,200.00	33,200.00
02-4339-225-92-190	Princ - 2017 General Obligation Bond	0.00	0.00	0.00	0.00	8,200.00	8,200.00	8,200.00
Debt service - Principal Total		252,933.73	291,125.95	211,400.00	150,135.57	220,900.00	220,900.00	220,900.00
Debt service - Interest								
02-4339-225-93-040	Int - 2001 S.R.F. Loan - Water	4,738.21	2,409.54	0.00	0.00	0.00	0.00	0.00
02-4339-225-93-060	Int - 1996/1999/2002 Bond - Water	5,886.04	4,535.77	3,200.00	3,144.20	2,200.00	2,200.00	2,200.00
02-4339-225-93-100	Int - 2006 Series A Bond - Water	12,175.00	11,112.00	10,000.00	5,000.00	9,000.00	9,000.00	9,000.00
02-4339-225-93-120	Int - 2008 General Obligation Bond	22,149.65	20,807.00	19,000.00	9,496.00	17,600.00	17,600.00	17,600.00
02-4339-225-93-162	Int - 2013 S.R.F. Loan - Spruce Hole -	3,594.70	3,221.69	2,800.00	2,842.33	2,500.00	2,500.00	2,500.00
02-4339-225-93-164	Int - 2014 S.R.F. Loan - Water Meters -	6,177.23	5,531.11	4,900.00	4,871.22	4,200.00	4,200.00	4,200.00
02-4339-225-93-170	Int - 2014 General Obligation Bond	38,083.00	33,345.00	31,300.00	31,300.00	29,300.00	29,300.00	29,300.00
02-4339-225-93-185	Int - 2015 General Obligation Bond	0.00	9,334.00	8,500.00	8,500.00	7,900.00	7,900.00	7,900.00
02-4339-225-93-190	Int - 2017 General Obligation Bond	0.00	0.00	1,000.00	1,000.00	900.00	900.00	900.00
Debt service - Interest Total		92,803.83	90,296.11	80,700.00	66,153.75	73,600.00	73,600.00	73,600.00
Debt Service - Water Total		345,737.56	381,422.06	292,100.00	216,289.32	294,500.00	294,500.00	294,500.00

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	As of Year End	As of Year End	As of January				
Water Special Revenue Fund							
Debt Service - Water							
Debt Service - Other Charges							
02-4339-225-95-000 Other debt service charges - Water	0.00	1,000.00	5,000.00	0.00	2,000.00	2,000.00	2,000.00
Debt Service - Other Charges Total	0.00	1,000.00	5,000.00	0.00	2,000.00	2,000.00	2,000.00
Transfers Out (Water)							
Transfers out							
02-4339-226-98-001 Transfer to General Fund (Admin Alloc)	40,000.00	45,000.00	58,000.00	58,000.00	63,000.00	63,000.00	63,000.00
<i>Narrative for Column # 5</i>							
Transfer funds to the General Fund to cover costs incurred by offices such as Town Clerk/Tax Collector, Business Office, IT, GIS and Town Administrator. Calculated at approximately 5% of the total budgets.							
02-4339-226-98-007 Transfers to Cap Projects Fund - Water	78.53	0.00	77,000.00	77,000.00	140,000.00	140,000.00	140,000.00
<i>Narrative for Column # 5</i>							
\$ 30,000 Technology Drive Pressure Reducing Valve Station Upgrades							
\$ 40,000 Madbury Road Booster Pump Station Upgrades							
\$ 70,000 Town/UNH Shared Water System Improvements							
02-4339-226-98-050 Transfers to Cap Reserve (Trust) Fund:	101,712.77	30,205.28	20,000.00	0.00	20,000.00	20,000.00	20,000.00
<i>Narrative for Column # 5</i>							
Per Durham/UNH Agreement.							
Transfers out Total	141,791.30	75,205.28	155,000.00	135,000.00	223,000.00	223,000.00	223,000.00
 Grand Total:	 779,715.31	 763,509.14	 810,575.00	 576,546.31	 982,150.00	 897,900.00	 908,500.00