

2019 Town Administrator Proposed Budget

Town of Durham

		1	2	3	4	5	6	7
		2015	2016	2017	2018	2018	2019	2019
		Expended	Expended	Expended	Approved	Expended	Proposed	Proposed
		As of Year End	As of Year End	As of Year End	As of December	Thru 10/01/18 As of October	Dept. Head	Administrator
General Fund								
Executive								
Town Council								
01-4130-101-01-020	P-T Wages - Council	12,500.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
<i>Narrative for Column # 6</i>		Per Section 3.6 of the Charter of the Town of Durham, NH, Councilors shall receive as compensation the sum of \$1,500 per year. The Chair shall receive an additional \$500 per year.						
01-4130-101-02-310	Soc Sec - Council	775.00	868.00	868.00	900.00	868.00	900.00	900.00
01-4130-101-02-320	Medicare - Council	181.32	203.08	203.07	200.00	203.08	200.00	200.00
01-4130-101-04-020	Workers Comp - Council	18.00	22.00	19.00	20.00	20.00	20.00	20.00
01-4130-101-28-000	Professional / Staff Dev - Council	0.00	35.00	0.00	150.00	0.00	150.00	150.00
01-4130-101-29-000	Membership Dues - Council	10,692.00	11,365.00	11,953.00	11,800.00	12,367.00	12,500.00	12,500.00
<i>Narrative for Column # 6</i>		New Hampshire Municipal Association						
01-4130-101-36-000	Contracted Services - Council	9,620.00	8,961.25	10,833.75	12,000.00	4,725.00	12,000.00	10,000.00
<i>Narrative for Column # 6</i>		Minute taker for Town Council meetings.						
01-4130-101-88-000	Contingency - Council	22,201.11	0.00	38,743.98	100,000.00	55,581.91	200,000.00	150,000.00
<i>Narrative for Column # 6</i>		\$50,000 reserved for inspections of the Eversource Reliability Project and will be offset with revenues. \$50,000 reserved for abatements as necessary.						
01-4130-101-89-000	Miscellaneous - Council	1,836.00	2,061.02	480.73	1,500.00	2,066.90	1,500.00	1,500.00
01-4130-101-96-000	Capital - Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Town Council Total		57,823.43	37,515.35	77,101.53	140,570.00	89,831.89	241,270.00	189,270.00

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Treasurer								
01-4130-104-01-020	P-T Wages - Treasurer	5,600.00	5,600.00	5,600.00	5,600.00	4,400.00	5,600.00	5,600.00
	<i>Narrative for Column # 6</i>							
	The Treasurer earns \$5,200 per year and the Deputy Treasurer earns \$400 per year.							
01-4130-104-01-920	Wage Accrual - Treasurer	-60.00	0.00	100.00	0.00	-100.00	0.00	0.00
01-4130-104-02-310	Soc Sec - Treasurer	343.48	347.20	353.40	350.00	266.60	350.00	350.00
01-4130-104-02-320	Medicare - Treasurer	80.33	81.20	82.65	80.00	62.35	80.00	80.00
01-4130-104-04-020	Workers Comp - Treasurer	7.00	9.00	8.00	10.00	10.00	10.00	10.00
Treasurer Total		5,970.81	6,037.40	6,144.05	6,040.00	4,638.95	6,040.00	6,040.00

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Elections							
Moderator							
01-4140-102-01-020	P-T Wages - Moderator	912.00	912.00	912.00	1,300.00	912.00	1,300.00
01-4140-102-02-310	Soc Sec - Moderator	56.54	56.54	56.54	80.00	56.54	80.00
01-4140-102-02-320	Medicare - Moderator	13.22	13.22	13.22	20.00	13.22	20.00
01-4140-102-04-020	Workers Comp - Moderator	2.00	2.00	2.00	0.00	0.00	0.00
01-4140-102-89-000	Miscellaneous - Moderator	2,208.20	5,722.02	2,372.55	3,500.00	3,140.75	3,500.00
01-4140-102-96-000	Capital - Moderator	1,782.70	1,058.80	0.00	0.00	0.00	0.00
Moderator Total		4,974.66	7,764.58	3,356.31	4,900.00	4,122.51	4,900.00

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Supervisors of the Checklist							
01-4140-105-01-020 P-T Wages - Supr of the Cklist	1,916.31	9,546.39	2,754.82	5,700.00	4,011.13	5,500.00	5,500.00
01-4140-105-01-920 Wage Accrual - Supr of the Cklist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4140-105-02-310 Soc Sec - Supr of the Cklist	118.01	591.87	170.80	400.00	248.70	300.00	300.00
01-4140-105-02-320 Medicare - Supr of the Cklist	27.60	138.41	39.95	100.00	58.17	100.00	100.00
01-4140-105-04-020 Workers Comp - Supr of the Cklist	2.00	11.00	2.00	10.00	8.00	10.00	10.00
01-4140-105-89-000 Miscellaneous - Supr of the Cklist	305.36	1,034.18	289.11	1,500.00	0.00	1,000.00	1,000.00
Supervisors of the Checklist Total	2,369.28	11,321.85	3,256.68	7,710.00	4,326.00	6,910.00	6,910.00

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Town Clerk								
01-4140-103-01-010	F-T Wages - Town Clerk	112,531.70	115,240.32	117,632.27	117,900.00	90,275.94	126,800.00	120,500.00
<i>Narrative for Column # 6</i>		Wages for elected Town Clerk/Tax Collector, as well as for Deputy Town Clerk/Tax Collector. Previously the Deputy was 35 hours a week. This budget increases the position to 40 hours a week.						
<i>Narrative for Column # 7</i>		Town Administrator is recommending keeping staffing status quo in Town Clerk/Tax Collector budget at this point.						
01-4140-103-01-020	P-T Wages - Town Clerk	28,314.94	30,771.35	29,655.87	33,100.00	23,387.33	57,700.00	33,800.00
<i>Narrative for Column # 6</i>		These wages are for the current part-time employee who works 25 hours a week as well as the addition of a second part-time employee working 25 hours per week.						
01-4140-103-01-030	O-T Wages - Town Clerk	0.00	750.84	0.00	650.00	198.65	700.00	700.00
01-4140-103-01-090	Ins Buy-Out (Wages) - Town Clerk	24,759.36	24,645.55	21,576.27	25,300.00	16,790.40	21,400.00	25,500.00
01-4140-103-01-910	Wage Accrual - Town Clerk	506.29	551.91	153.07	0.00	-2,791.20	0.00	0.00
01-4140-103-01-990	Ins Buy-Out (Wages) Accrual - Town C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4140-103-02-310	Soc Sec - Town Clerk	10,298.99	10,661.55	10,479.09	11,000.00	7,927.43	12,800.00	11,200.00
01-4140-103-02-320	Medicare - Town Clerk	2,408.68	2,493.51	2,450.76	2,600.00	1,854.07	3,000.00	2,600.00
01-4140-103-02-330	Retirement - Town Clerk	12,407.78	12,951.94	13,220.51	13,500.00	9,981.62	14,900.00	13,700.00
01-4140-103-03-610	Health & Dental - Town Clerk	3,077.76	2,913.04	2,369.82	2,100.00	2,047.04	24,100.00	2,000.00
01-4140-103-03-630	Life - Town Clerk	300.00	300.00	300.00	300.00	238.00	300.00	300.00
01-4140-103-03-640	STD - Town Clerk	709.65	778.32	858.65	800.00	623.98	800.00	700.00
01-4140-103-04-010	S.U.T.A. - Town Clerk	156.80	90.00	64.00	150.00	77.00	100.00	100.00
01-4140-103-04-020	Workers Comp - Town Clerk	217.00	229.00	240.00	300.00	200.00	300.00	300.00
01-4140-103-08-000	Travel & Mileage Reimb - Town Clerk	355.18	339.89	498.75	500.00	205.47	500.00	500.00
01-4140-103-17-000	Telephone / Fax - Town Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4140-103-18-000	Cell Phones - Town Clerk	0.00	605.85	805.84	750.00	455.31	750.00	750.00
01-4140-103-25-000	Office & Computer Supplies - Town Cle	538.27	389.98	585.54	250.00	246.92	2,000.00	2,000.00

Narrative for Column # 6

Purchase of three new printers for all Clerk stations.

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01-4140-103-26-000	Postage - Town Clerk	4,779.01	5,526.16	5,922.44	6,000.00	4,159.21	6,000.00	6,000.00
01-4140-103-28-000	Professional / Staff Dev - Town Clerk	1,015.99	1,560.00	1,312.20	1,600.00	1,067.81	1,600.00	1,600.00
01-4140-103-29-000	Membership Dues - Town Clerk	85.00	85.00	65.00	325.00	115.00	325.00	150.00
01-4140-103-36-000	Contracted Services - Town Clerk	11,242.48	10,555.01	11,774.44	12,000.00	7,578.59	12,500.00	12,500.00
<i>Narrative for Column # 6</i>								
Funds in this account are used for copier lease, outside processing of payments and armored car service for desposits.								
01-4140-103-45-000	General Supplies - Town Clerk	1,746.45	1,731.07	1,853.40	1,700.00	1,186.77	1,700.00	1,700.00
01-4140-103-53-000	Office Equip Maint - Town Clerk	0.00	0.00	300.00	300.00	0.00	300.00	300.00
01-4140-103-89-000	Miscellaneous - Town Clerk	0.00	215.00	300.00	300.00	0.00	300.00	300.00
01-4140-103-90-002	State/Registry of Deeds Fees	5,975.48	5,786.00	6,031.48	6,200.00	4,049.00	6,200.00	6,200.00
01-4140-103-90-003	Municipal Retention Committee	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
<i>Narrative for Column # 6</i>								
Per RSA 33-A:3-a records that are to be retained for 10 years or less can be kept electronically in their original format if approved by the Municipal Retention Committee. These funds would be used to implement and manage these records.								
Town Clerk Total		221,426.81	229,171.29	228,449.40	237,625.00	169,874.34	300,075.00	243,400.00