

Budget Overview

Department : Executive

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
6.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$2,579	
2. Aggregate Change in Benefits	(\$74)	
3. Legal (320)	\$0	
4. Insurance (480)	\$4,152	
5. Milfoil Treatment (870)	\$0	
Net Change in Recurring Items		\$6,657
Total Net Change Identified		\$6,657
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$6,657
Percent Change - Increase (Decrease)		1.83%

2016 Budget

2017 Budget Request

Budget Statistics			Budget Statistics (Requested)		
Number of Full Time Employees	0		Number of Full Time Employees	0	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	1		Number of Part Time Employees	1	
Salaries	\$53,019	14.60%	Salaries	\$55,598	15.04%
Benefits	\$4,638	1.28%	Benefits	\$4,564	1.23%
Professional Services	\$197,300	54.33%	Professional Services	\$197,300	53.36%
Property Services	\$51,678	14.23%	Property Services	\$55,830	15.10%
Other Services	\$19,750	5.44%	Other Services	\$19,750	5.34%
Supplies	\$2,350	0.65%	Supplies	\$2,350	0.64%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$34,385	9.47%	Other Charges	\$34,385	9.30%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$363,120	100%	Total	\$369,777	100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Executive

CLERICAL SALARIES									
01-41301-112									
8,974.00	8,114.34	8,469.00	5,465.31	9,439.00	9,439.00	9,548.00		1,079.00	12.74%
18.16 x 72 hours =	1307.52								
18.16 x 200 hours =	3632.00								
Budget Committee									
17.65 x 20 hours =	353.00								
17.65 x 142.5 hours =	2515.13								
Agricultural Commission									
18.16 x 4 hrs. x 3 months =	217.92								
18.16 x 4 hrs. x 9 months =	653.76								
Heritage Commission									
15.82 x 4 hrs. x 3 months	189.84								
15.82 x 4 hrs. x 9 months =	569.52								
Total 01-41301-112	9,438.69								

BOS 1.5% Increase									
18.16 x 72 hours =	1307.52								
18.43 x 200 hours =	3686.00								
Budget Committee									
17.65 x 20 hours =	353.00								
17.91 x 142.5 hours =	2552.18								
Agricultural Commission									
18.16 x 4 hrs. x 3 months =	217.92								
18.43 x 4 hrs. x 9 months =	663.48								
Heritage Commission									
15.82 x 4 hrs. x 3 months	189.84								
16.06 x 4 hrs. x 9 months =	578.16								
Total 01-41301-112	9,548.10								

PART-TIME POSITIONS									
01-41301-117									
8,000.00	8,064.25	8,500.00	6,583.75	16,965.00	8,500.00	10,000.00		1,500.00	17.65%
Continued staffing =		8,500							
Additional Staffing 891 hours =		8,464.50							
		16,964.50							

Note: Town Manager level funded this line item at \$ 8,500
Note: Board of Selectmen increased this line item by \$ 1,500 to a new total of \$ 10,000.

ELECTED OFFICIALS									
01-41301-130									
36,050.00	32,199.17	36,050.00	29,839.11	36,050.00	36,050.00	36,050.00		0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

	1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
Selectmen		2017								
Chairman		5,800								
Members - 4 x 5,000		21,200								
Treasurer		5,000								
Trustees of Trust Funds										
Treasurer		1,000								
Member - 2 x 250		500								
Budget Committee										
Chairman		550								
Members - 8 x 250		2,000								
Total		36,050								
100 Series Total	53,024.00	48,377.76	53,019.00	41,888.17	62,454.00	53,989.00	55,598.00	0.00	2,579.00	4.86%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
SOCIAL SECURITY									
01-41301-220									
4,056.00	3,686.57	4,244.00	3,197.14	4,663.00	4,663.00	4,253.00		9.00	0.21%
60,954 x .0765 = 4,662.98									
**BOS									
55,598 x .0765 = 4,253.25									
01-41301-250									
382.00	247.00	283.00	0.00	207.00	207.00	189.00		-94.00	-33.22%
60,954 x .0034 = 207.24									
**BOS									
55,598 x .0034 = 189.03									
01-41301-260									
90.00	86.00	111.00	97.91	134.00	134.00	122.00		11.00	9.91%
60,954 x .0022 = 134.10									
**BOS									
55,598 x .0022 = 122.32									
200 Series Total	4,019.57	4,638.00	3,295.05	5,004.00	5,004.00	4,564.00	0.00	-74.00	-1.60%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41301-320 LEGAL EXPENSES									
90,000.00	101,804.00	100,000.00	81,161.63	100,000.00	100,000.00	100,000.00		0.00	0.00%
Estimated Usage	100,000								
01-41301-380 OUTSIDE SERVICES									
600.00	112.00	500.00	124.53	500.00	500.00	500.00		0.00	0.00%
Title search, studies, etc.									
Estimated usage	500								
01-41301-381 CABLE CHANNEL									
99,386.00	99,387.00	96,800.00	96,800.00	96,800.00	96,800.00	96,800.00		0.00	0.00%
Access Channel									
Franchise Fee for 2015 received in 2016 \$ 122,892									
Franchise Fee for 2014 received in 2015 \$ 118,525									
(Previous year franchise fee \$112,053.23)									
300 Series Total									
189,986.00	201,303.00	197,300.00	178,086.16	197,300.00	197,300.00	197,300.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41301-480 INSURANCE									
48,297.00	48,297.00	51,678.00	51,678.00	55,830.00	55,830.00	55,830.00		4,152.00	8.03%
Commerical Umbrella, Public Officials Liability, Public Officials Position Bond, General Liability, Dockside Restaurant Bldg. & Contents, Railroad Station Bldg. & Contents, Town Hall Bldg. & Contents 55,830									
400 Series Total									
48,297.00	48,297.00	51,678.00	51,678.00	55,830.00	55,830.00	55,830.00	0.00	4,152.00	8.03%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41301-550 PRINTING									
	6,000.00	3,293.00	2,930.75	6,000.00	6,000.00	6,000.00		0.00	0.00%
Town Report, Stationery, Envelopes, Outside copying, Misc. printing 6,000									
01-41301-560 DUES AND SUBSCRIPTIONS									
	9,750.00	9,170.00	9,408.00	9,750.00	9,750.00	9,750.00		0.00	0.00%
Estimated Local Government Center dues 9,750									
01-41301-562 ADVERTISING									
	4,000.00	4,372.00	2,508.55	4,000.00	4,000.00	4,000.00		0.00	0.00%
Public Hearing Notices, Legal Notices, Board & Committee Members & Bidding and Voters Guide \$ 4,000.00.									

500 Series Total

19,750.00	16,835.00	19,750.00	14,847.30	19,750.00	19,750.00	19,750.00	0.00	0.00	0.00%
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1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41301-620 OFFICE SUPPLIES									
600.00	1,046.00	650.00	533.57	650.00	650.00	650.00		0.00	0.00%
For BOS, Budget Comm., Treasurer, Trustees of Trust Funds 650									
01-41301-625 POSTAGE									
700.00	793.00	700.00	346.01	700.00	700.00	700.00		0.00	0.00%
Estimated usage and 629 Box Fee 700									
01-41301-670 BOOKS & PERIODICALS									
1,000.00	1,299.00	1,000.00	509.61	1,000.00	1,000.00	1,000.00		0.00	0.00%
RSA's replacement/supplement, Administrative Rules replacement/supplement 1000									
600 Series Total									
2,300.00	3,138.00	2,350.00	1,389.19	2,350.00	2,350.00	2,350.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET
Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL AND MEETINGS									
01-41301-810	500.00	67.00	500.00	590.54	500.00	500.00		0.00	0.00%
For BOS, Budget Committee and Trustees of Trust Funds 500									
PROFESSIONAL DEVELOP									
01-41301-820	50.00	0.00	50.00	0.00	50.00	50.00		0.00	0.00%
For BOS, Budget Committee and Trustees of Trust Funds 50									
MILFOIL TREATMENT									
01-41301-870	33,435.00	21,542.00	33,835.00	9,110.00	33,835.00	33,835.00		0.00	0.00%
See attached request									
800 Series Total	33,985.00	21,609.00	34,385.00	9,700.54	34,385.00	34,385.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

	1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
	APPROVED BUDGET As of DECEMBER	ACTUAL EXPENSE	APPROVED BUDGET As of AUGUST 20	EXPENDED TO DATE As of OCTOBER 2	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE

Executive Total

351,870.00	343,579.33	363,120.00	300,884.41	377,073.00	368,608.00	369,777.00	0.00	6,657.00	1.83%
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WOLFEBORO AREA CHAMBER OF COMMERCE

September 5, 2016

Mary DeVries, Town Manager
Town of Wolfeboro
P.O. Box 629
Wolfeboro, NH 03894

Dear Mr. Owen:

The Wolfeboro Area Chamber of Commerce respectfully submits this letter in support of the town's continuation and extension staffing of the Information Center:

Continue Town staffing of 895 (rounded) hours	8,500.00
Suggested additional staffing of 891 hours	<u>8,464.50</u>
Total	16,964.50

Town pays these employees directly, NO money is paid to the Chamber of Commerce.

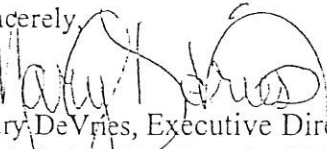
Currently, of the Information Center's 2500 open hours, the Town provides approximately 15 hours of staffing at a cost of \$8,500.00.

In the best interest of the town's local economy, our Chamber of Commerce operates the Information Center year-round. We rely heavily on Chamber of Commerce staff and volunteers to work around the Town's staff.

Full overhead is paid by our Chamber of Commerce. We are operating the Center for much less than what the costs would be to the Town if we were not doing so. We pay all utilities and expenses related to the operation and management of the Center.

We look forward to continuing to partner with the Town to provide services at the Information Center for the community.

Thank you for your time.

Sincerely,

Mary DeVries, Executive Director
On behalf of the Board of Directors
Wolfeboro Area Chamber of Commerce



PO Box 547, 32 Central Avenue Wolfeboro, NH 03894

3-569-2200 800-516-5324 www.wolfeborochamber.com mary@wolfeborochamber.com

2016 Board of Directors

Officers

President: Barbara Thurston,
Thursty Water Systems
Past President: Cecile Chase, TD Bank
Vice President: Nancy Stock,
Meredith Village Savings Bank
Treasurer: Gene Leone
Leone, McDonneli & Roberts PA
Recording
Secretary: Rick Gagne, Baker-Gagne
Funeral Home & Cremation Services
Wolfeboro Selectmen Representative
Linda Murray

Directors 3 Years

Therese Jean Cossette, G.I. Plastek
Kathy Cuddy-Egbert
Governor Wentworth Reg. School District
Lynne Palmer, Brewster Academy
Lucy Van Cleve, The Wolfeboro Inn

Directors 2 Years

Judith Braun-Colcord
Downtown Grille Café LLC
Nicole Csiszer, Walker & Varney PC
Jeff McGuinness, Huggins Hospital
Don Muscavitz Jr.
Donnybrook Home Services LLC

Directors 1 Years

Mark Borrin
Stephen Durgan
Goodhue & Hawkins Navy Yard
Cindy Melanson
Melanson Real Estate
Amy Piper
Signature Events

Executive Director: Mary DeVries

HARRON COMMUNICATIONS, LP

131092

ENDOR NO: WOL001

NAME: TOWN OF WOLFEBORO (FRAN FEE)

CHECK DATE: 2/25/2016

REFERENCE	INV DATE	INV DESCRIPTION	GROSS AMOUNT	DISCOUNT TAKEN	NET AMOUNT PAID
DEC2015	02/19/16	01/15-12/15 WOLFEBORO FRAN FEE	122,892.02	0.00	122,892.02
TOTAL >			122,892.02	0.00	122,892.02

Wolfeboro Community TV

2016 Budget 2017 Budget

INCOME

Current Bank Balance		
New Durham Franchise Fee	11,600	11,600
Wolfeboro Franchise Fee	96,800	96,800
DVD Sales	1,063	1,500
Underwriting	2,500	3,000
In Kind Contributions	3,000	1,200
In Kind Contributions (GWRSD)	1,900	1,900
Total	116,863	116,000

EXPENSES

Payroll Expenses	90,000	90,000
Accounting Services	100	300
Healthcare Allowance	8,000	5,000
Equipment Repair	200	200
Insurance (Liability, Workers Comp., Pr	7,900	7,900
Web Site Maintenance	0	400
Membership Dues	550	700
Postage & Shipping	150	180
Travel / Mileage	1,800	1,200
Equipment (HD streaming & VOD)	1,500	1,500
Miscellaneous	50	120
Supplies and Materials	1,000	1,000
GWRSD Rent	1,900	1,900
Streaming Telvue	1,250	0
Internet	1,200	0
Meals	100	100
Training	100	500
Loan Payoff by 1/1/17		5000
Loan Payments- down payment		0
Liabilities		
TOTAL	115,800	116,000

Wolfeboro Milfoil Control Committee
2017 Budget Request

To: Dave Owen
Town Manager

August 23, 2016

The Wolfeboro Milfoil Control Committee is requesting a total appropriation of \$33,835 for milfoil control activities in 2017.

The specific request is as follows:

\$19,435	Possible Fall herbicide treatment in Back Bay
\$11,400	Hand pulling removal of milfoil by a Milfoil Certified Contractor using divers for hand pulling and the DASH unit
\$1,000	Wolfeboro's assessment for the Diver Assisted Harvester (DASH) Unit's operational expenses for the Milfoil Joint Board budget
\$2,000	Funding for the Lake Host Program
\$33,835	TOTAL REQUEST

The total cost to the Town may be reduced if the Town is awarded a grant from the NH Department of Environmental Services Exotic Species Program. In 2016 the Town was selected to receive a grant for 40% of the cost of diver assisted hand pulling of milfoil in Back Bay.

RATIONALE

The Milfoil Control Committee is requesting \$33,835 for milfoil control activities in 2017. The request includes funding for a possible chemical treatment in 2017. In 2016 a chemical treatment was not needed since previous chemical treatments had been effective.

However, the funding of \$19,435 needs to be available in the event a chemical treatment is needed in 2017. The need for a chemical treatment is difficult to predict at this time. Instead the decision will be made in the late spring of 2017.

In addition, funding of \$11,400 for certified diver expenses using the DASH unit is also needed. The divers pull the milfoil plants out by the roots in order to eliminate the spreading of milfoil. The divers use the DASH unit, which is owned by the Milfoil Joint Board. The Joint Board includes Tuftonboro and Wolfeboro. The use of the DASH unit and the likely possibility of a grant from the State would be a savings to the Town.

\$1,000 is requested for the Milfoil Joint Board expenses. This is an annual obligation to help cover the cost of maintaining and housing the DASH unit. The DASH unit is used

by both Wolfeboro and Tuftonboro and is occasionally rented to certified divers when not in use by the two Towns. The rental of the DASH unit also reduces the cost to the Towns.

There is a request for \$2,000 to help fund the \$3,000 request from the Lake Host program. A generous contribution of \$1,000 was received from the Abenaki Water Ski Club and will be used for the 2017 Lake Host Program. The Lake Host Program is a courtesy boat inspection program administered by the NH Lakes Association to prevent the introduction and spread of aquatic nuisance species from water body to water body. The funds are used to help train staff stationed at the three public boat launch areas in Wolfeboro who educate boaters about the spread of milfoil and inspect boats entering the lake.

In 2016 less regrowth of milfoil was observed in the Back Bay area and no milfoil was observed in Wolfeboro Bay. This means that the chemical treatments in the past and the on going hand pulling of milfoil has been effective. The heaviest regrowth of milfoil was observed in the Frog Hollow area so the divers have concentrated on that area of Back Bay in an effort to eliminate as much milfoil as possible.

Continued funding of this program is important to the Town because of the heavy recreational uses in the Back Bay area. The area requires constant attention now and in the future in order for it to remain an important resource for the Town.

Thank you for your consideration of the Milfoil Control Committee's request for continued funding of this program in 2017.

Respectfully submitted,

Kathy Barnard

Chairman, Milfoil Control Committee

Committee members:

Ken Marschner, Susan Goodwin, Stacie Pope, Marc Martin, Kurt Dietzer, Rebecca Bartlett, Linda Murray (Liaison for the Board of Selectmen)

Town of Jifeboro									
1	2	3	4	5	6	7	8	9	10
2015	2015	2016	2016	2017	2017	2017	2017	\$	%
APPROVED BUDGET As of DECEMBER	ACTUAL EXPENSE	APPROVED BUDGET As of AUGUST 20	EXPENDED TO DATE As of OCTOBER 2	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE

Misc Exec Operating Expense

800 Series Total

3,000.00	4,537.88	4,000.00	4,261.13	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00%
Misc Exec Operating Expense Total									
3,000.00	4,537.88	4,000.00	4,261.13	4,000.00	4,000.00	4,000.00	0.00	0.00	0.00%

Budget Overview

Department : Finance

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$2,670	
2. Aggregate Change in Benefits	\$6,255	
3. Audit (301)	\$0	
4. Telephone (341)	(\$420)	
Net Change in Recurring Items		\$8,505
Total Net Change Identified		\$8,505
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$8,505
Percent Change - Increase (Decrease)		2.61%

2016 Budget 296,760

2017 Budget Request

Budget Statistics			Budget Statistics (Requested)		
Number of Full Time Employees	3		Number of Full Time Employees	3	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	0		Number of Part Time Employees	0	
Salaries	\$173,571	53.36%	Salaries	\$176,241	52.80%
Benefits	\$113,085	34.76%	Benefits	\$119,340	35.75%
Professional Services	\$28,229	8.68%	Professional Services	\$27,809	8.33%
Property Services	\$3,060	0.94%	Property Services	\$3,060	0.92%
Other Services	\$2,840	0.87%	Other Services	\$2,840	0.85%
Supplies	\$3,255	1.00%	Supplies	\$3,255	0.98%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$1,250	0.38%	Other Charges	\$1,250	0.37%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$325,290	100%	Total	\$333,795	100%

Town of Colfeboro

Stephanie
ReportBudgetLF

1	2	3	4	5	6	7	8	9	10
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/DECREASE	INCREASE/DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						

Finance

01-41501-113 SUPERVISORY SALARIES									
137,150.00	134,038.00	140,731.00	111,536.25	141,641.00	141,641.00	143,224.00		2,493.00	1.77%
Finance Director									
\$ 49.25 X 35 Hours X 13 Weeks	= \$ 22,408.75								
\$ 49.25 X 35 Hours X 39 Weeks	= \$ 67,226.25								
LOSS	= \$ 200.00								
	\$ 89,835.00								
H.R. Coordinator/Finance Officer									
\$ 28.30 X 35 Hours X 13 Weeks	= \$ 12,876.50								
\$ 28.30 X 35 Hours X 39 Weeks	= \$ 38,629.50								
LOSS	= \$ 300.00								
	\$ 51,806.00								
Total: \$ 141,641									

**BOS 1.5% Increase

Finance Director									
\$ 49.25 X 35 Hours X 13 Weeks	= \$ 22,408.75								
\$ 49.99 X 35 Hours X 39 Weeks	= \$ 68,236.35								
LOSS	= \$ 200.00								
	\$ 90,845.10								
H.R. Coordinator/Finance Officer									
\$ 28.30 X 35 Hours X 13 Weeks	= \$ 12,876.50								
\$ 28.72 X 35 Hours X 39 Weeks	= \$ 39,202.80								
LOSS	= \$ 300.00								
	\$ 52,379.30								
Total: \$ 143,224.40									

01-41501-114 HOURLY WAGES									
31,667.00	31,096.00	32,840.00	25,911.17	33,017.00	33,017.00	33,017.00		177.00	0.54%
\$17.65 X 7 Hrs X 55 days =	\$ 6,795.25								
\$17.65 X 7 Hrs. X 205 days =	\$ 25,327.75								
Insurance Differential	\$ 694.00								
LOSS	= \$ 200.00								
Total: \$33,017.00									

100 Series Total									
168,817.00	165,134.00	173,571.00	137,447.42	174,658.00	174,658.00	176,241.00	0.00	2,670.00	1.54%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41501-210 GROUP HEALTH INSURANCE									
71,751.00	71,673.00	74,073.00	67,726.36	79,589.00	79,589.00	79,589.00		5,516.00	7.45%
1 Two Person Red Open Access = \$21,511									
1 Family Red Open Access = \$29,039									
1 Family Green Open Access = \$29,039									
\$79,589									
01-41501-215 GROUP LIFE INSURANCE									
339.00	324.00	339.00	270.00	339.00	339.00	339.00		0.00	0.00%
DETAIL COLUMN 5									
3 Policies X \$ 113 = \$ 339									
01-41501-218 DISABILITY									
1,814.00	1,157.00	1,889.00	1,096.72	1,894.00	1,894.00	1,911.00		22.00	1.16%
Short Term Disability:									
\$3,345.35 X 66.67%(10) X .48 X 12 = \$ 1,284.68									
Long Term Disability:									
\$173,958/100 X .35 = \$ 608.85									
Total this line item = \$ 1,893.53									
**BOS									
Short Term Disability:									
\$3,375.79 X 66.67%(10) X .48 X 12 = \$ 1,296.37									
Long Term Disability:									
\$175,541/100 X .35 = \$ 614.39									
Total this line item = \$ 1,910.76									
01-41501-219 GROUP DENTAL INSURANCE									
3,628.00	3,616.00	3,557.00	2,855.06	3,617.00	3,617.00	3,617.00		60.00	1.69%
1 2 Person Policy \$ 851									
2 Family Policy @ 1,383 = \$2,766									
\$ 3,617									
01-41501-220 SOCIAL SECURITY									
12,915.00	12,530.00	13,278.00	8,407.68	13,361.00	13,361.00	13,482.00		204.00	1.54%

Town of Alfeboro									
1	2	3	4	5	6	7	8	9	10
2015	2015	2016	2016	2017	2017	2017	2017		
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2					\$	%

174,658 x .0765 = 13,361.34									
**BOS									
176,241 x .0765 = 13,482.44									
01-41501-230 RETIREMENT									
18,518.00	18,706.00	19,388.00	15,127.79	19,693.00	19,693.00	19,871.00		483.00	2.49%
174,658 x .11275 = 19,692.69									
**BOS									
176,241 x .11275 = 19,871.17									
01-41501-250 UNEMPLOYMENT COMP									
302.00	196.00	214.00	0.00	143.00	143.00	143.00		-71.00	-33.18%
14,000 x 3 x .0034 = 142.80									
01-41501-260 WORKERS COMPENSATION									
287.00	271.00	347.00	306.09	384.00	384.00	388.00		41.00	11.82%
174,658 x .0022 = 384.25									
**BOS 176,241 x .0022 = 387.73									

200 Series Total									
109,554.00	108,473.00	113,085.00	95,789.70	119,020.00	119,020.00	119,340.00	0.00	6,255.00	5.53%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
AUDIT SERVICES									
01-41501-301	24,384.00	26,100.00	25,056.00	26,100.00	26,100.00	26,100.00		0.00	0.00%
DETAIL COLUMN 5									
	\$ 26,100 Town								
	\$ 600 Library								
	\$ 26,700 Total								
TELEPHONE									
01-41501-341	2,129.00	2,129.00	1,285.99	1,709.00	1,709.00	1,709.00		-420.00	-19.73%
DETAIL COLUMN 5									
	569-8160 \$ 27.00 X 12 = \$ 324.00								
	569-8162 \$ 27.00 X 12 = \$ 324.00								
	569-8167 (Fax & Postage Machine) \$ 27.00 X 12 = \$ 324.00								
	569-8168 \$ 27.00 X 12 = \$ 324.00								
	Long Distance = \$ 413.00								
	Total = \$ 1709.00								
OUTSIDE SERVICES									
01-41501-380	750.00	845.00	0.00	0.00	0.00	0.00		0.00	0.00%
300 Series Total									
	27,263.00	27,497.00	26,341.99	27,809.00	27,809.00	27,809.00	0.00	-420.00	-1.49%

PROPOSED 2017 BUDGET

Town of Alford

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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01-41501-434

OFFICE EQUIP MAINT

3,060.00	2,614.00	3,060.00	2,002.59	3,060.00	3,060.00	3,060.00		0.00	0.00%
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DETAIL COLUMN 5

Postage Machine/Scale \$ 765/Quarter = \$ 3,060

400 Series Total

3,060.00	2,614.00	3,060.00	2,002.59	3,060.00	3,060.00	3,060.00	0.00	0.00%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41501-550 PRINTING									
1,800.00	3,485.00	2,500.00	2,702.54	2,500.00	2,500.00	2,500.00		0.00	0.00%
DETAIL COLUMN 5									
Purchase Orders = \$ 500									
Accts Payable = \$ 500									
Payroll Checks = \$ 300									
Window Envelopes/Stationery = \$ 1,200									
Total = \$ 2,500									
01-41501-560 DUE & SUBSCRIPTIONS									
340.00	340.00	340.00	0.00	340.00	340.00	340.00		0.00	0.00%
Government Finance Officers Association 2 X \$ 170.00.									
Billed In December 2016.									
500 Series Total									
2,140.00	3,825.00	2,840.00	2,702.54	2,840.00	2,840.00	2,840.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
OFFICE SUPPLIES									
01-41501-620									
1,800.00	2,478.28	1,800.00	1,696.58	1,800.00	1,800.00	1,800.00		0.00	0.00%
Miscellaneous office supplies ie, pencils, scotch tape, etc = \$1,800									
01-41501-625									
1,455.00	2,121.00	1,455.00	1,785.33	1,455.00	1,455.00	1,455.00		0.00	0.00%
Same as last year									
600 Series Total									
3,255.00	4,599.28	3,255.00	3,481.91	3,255.00	3,255.00	3,255.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL & MEETINGS									
01-41501-810	500.00	416.00	500.00	344.57	500.00	500.00		0.00	0.00%
Travel costs to attend various seminars relative to Finance Functions = \$ 500									
01-41501-820 PROFESSIONAL DEVELOPMENT									
750.00	796.00	750.00	629.49	750.00	750.00	750.00		0.00	0.00%
DETAIL COLUMN 5									
NHGFOA Conference for two (2); Director and HR/Payroll \$ 350.00									
Miscellaneous Professional Development \$ 400.00									
800 Series Total									
1,250.00	1,212.00	1,250.00	974.06	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET
Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Finance Total

315,339.00	313,354.28	325,290.00	268,740.21	331,892.00	331,892.00	333,795.00	0.00	8,505.00	2.61%
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Budget Overview

Department : Technology Services

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change In Salaries & Wages	\$9,500	
2. Aggregate Change In Benefits	\$780	
1. Website Maintenance/Hosting (380)	(\$2,580)	
2. Computer Maintenance (425)	(\$39,203)	
3. Rentals & Leases (440)	\$10,500	
4. Computer Software (655)	\$0	
5. Computer Hardware (725)	\$280	
Net Change in Recurring Items		(\$20,723)
Total Net Change Identified		(\$20,723)
Not Identified:		\$0
Total Net Change B2017 vs. B2016		(\$20,723)
Percent Change - Increase (Decrease)		-10.60%

2016 Budget

2017 Budget Request

Budget Statistics			Budget Statistics (Requested)		
Number of Full Time Employees	0		Number of Full Time Employees	0	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	0		Number of Part Time Employees	0.25	
Salaries	\$0	0.00%	Salaries	\$9,500	5.44%
Benefits	\$0	0.00%	Benefits	\$780	0.45%
Professional Services	\$10,780	5.52%	Professional Services	\$8,200	4.69%
Property Services	\$169,722	86.85%	Property Services	\$141,019	80.72%
Other Services	\$0	0.00%	Other Services	\$0	0.00%
Supplies	\$0	0.00%	Supplies	\$0	0.00%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$14,920	7.63%	Other Charges	\$15,200	8.70%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$195,422	100%	Total	\$174,699	100%

Category	Value	Value	Value	Value	Value
0.00	0.00	0.00	0.00	0.00	0.00
9,500.00	9,500.00	9,500.00	9,500.00	9,500.00	9,500.00
0.00	0.00	0.00	0.00	0.00	0.00
100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

PROPOSED 2017 BUDGET
Town of Wolfboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41990-220 SOCIAL SECURITY									
	0.00	0.00	0.00	0.00	727.00	727.00		727.00	100.00%
\$ 9,500.00 x 0.0765 = \$726.75									
01-41990-250 UNEMPLOYMENT COMPENSATION									
	0.00	0.00	0.00	0.00	32.00	32.00		32.00	100.00%
\$ 9,500.00 x 0.0034 = \$ 32.30									
01-41990-260 WORKERS COMPENSATION									
	0.00	0.00	0.00	0.00	21.00	21.00		21.00	100.00%
\$ 9,500.00 x .0022 = \$ 20.90									
200 Series Total									
	0.00	0.00	0.00	0.00	780.00	780.00	0.00	780.00	100.00%

1 2015 APPROVED BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
As of DECEMBER									
As of AUGUST 20 As of OCTOBER 2									

01-41990-380

WEBSITE MAINTENANCE/HOSTING

7,175.00	6,964.00	10,780.00	4,300.00	8,200.00	8,200.00	8,200.00		-2,580.00	-23.93%
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DETAIL COLUMN 5

This line item tracks the cost of maintaining the Town's various websites, with the exception of the Town Library.

Finance - Virtual Town Hall Maintenance Fees = \$6,400

The Town is now on a year-to-year contract with Virtual Towns & Schools. 2017 is the second year of a two year purchase cycle for upgrading the Towns' website to DRUPAL platform. This service is billed in December 2016.

Assessing - Cartographics Associates Website Hosting = \$1,800 annual fee for hosting property assessment value website. Website was formerly hosted by Avitar.

Total \$ 8,200

300 Series Total

7,175.00	6,964.00	10,780.00	4,300.00	8,200.00	8,200.00	8,200.00	0.00	-2,580.00	-23.93%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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01-41990-425

COMPUTER MAINTENANCE

163,283.00	162,929.91	166,632.00	163,730.10	126,629.00	126,629.00	127,429.00		-39,203.00	-23.53%
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Town of Wolfeboro										ter ortBudgetLF
1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE	

PLEASE SEE SCHEDULE A - NEXT PAGE

This is the third year under our new contract with Block 5 Technologies as our IT Maintenance provider. As such is the case, there are a number of changes to the detail of the IT budget as presently structured.

2016 is the final year that our payment to Systems & Software, for the recent upgrade/maintenance agreement, was scheduled to be \$ 78,578. In 2017 will go back to maintenance contract only at \$35,000 per year.

Anti-virus protection is included under our Block 5 contract, therefore you will see reductions in those items.

Offsite backup services for both the Finance and Police/Fire department have increased due to the amount of data stored. The major amount of data in Finance rests with the Billings and Collections department which maintains sales data back to 1996. 2017 will be the first year that data from both the Police and Fire department are fully stored offsite. The Police Department has had offsite storage and the Fire Department is using Terabyte drives to maintain its offsite needs. Both will now be maintained offsite.

Server warranties are maintained on a three year basis and include parts and labor.

The Avitar Billings & Collections application allows for the download of property appraisal data into the Enquesta billing application. From there data is sent twice a year to Bill Trust , a bill processing company that prints and mails property tax bills to taxpayers.

With the departure of Rob Houseman as Director of Planning and Development this year, we have lost technical support capability for those individuals and organizations that use existing technology for meetings at the Brewster Town Hall. The Town Manager has asked that I include a modest appropriation to hire a part-time person to assist town staff and other individuals with their technology needs. As of this date no determination has been made as to the number of hours required therefore I have not entered any dollar figure into my budget estimate . It is most likely that I will submit a request via a Budget Addition/Reinstatement form.

Cartographic Associates, Inc maintains, prints and digitizes our tax maps. The cost of digitization of tax maps is budgeted in the Assessing Department budget. Axis Online Viewer and Axis Online Document Upload Tools are applications provided by CAI that allow the public and several other designated staff members to view and print out mapping data as necessary. CAI also maintains our new fixed asset database that is accessible only by staff.

This will be the last year paying for the Fire Departments' FireHouse software application. We are proposing the lease purchase of a hardware/software upgrade to the Police/Communications Departments IMC software application. More details for this upgrade are included in the Technology Services budget line item 440 Rentals & Leases line item.

The previous appropriation for EZ Stream, which was used by Wolfeboro Community Television to stream all public meetings has been changed by WCT to a different, free service in 2016 with no cost to the Town.

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
As of DECEMBER As of AUGUST 20 As of OCTOBER 2									

With the exception of the Police department and Wolfeboro Public Library, all Town departments are now on MicroSoft 365 email. As such is the case, there is the need to increase the appropriation for that service by \$ 574 in 2017.

Due to the unsatisfactory performance of MicroSoft One Drive, we have been using Anchor file sharing since late in 2015. 2017 will be the first year that I have budgeted for this service. It is used by my department as well as by Parks & Recreation.

There was no request by Block5 Technologies for an appropriation increase.

Note: Board of Selectmen added request for Bluetooth connectivity in cruisers in the amount of \$800.00 for a new total of \$127,429.00.

01-41990-440 RENTALS & LEASES

3,090.00	3,090.00	3,090.00	2,574.80	13,590.00	13,590.00	13,590.00	10,500.00	339.81%
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DETAIL COLUMN 5

This line item provides funding for the lease/rental of various office equipment and software purchases made by the Town.

Year four (4) of a five-year lease purchase agreement (Gorham Leasing) for the installation of a telephone system at the Town Office building = \$ 3,090.

In 2017, we are proposing an upgrade to the Police/Communication Departments' IMC software application that will allow the Fire Department to integrate their data storage and manipulation needs with the Police/Communication department system. The Fire Chief has determined that the present FireHouse software application is not sufficient to meet the needs of his department into the future. In order to accomplish this upgrade, we will add a new server that will be used to house the IMC application. In 2015 the NH Department of Safety discontinued its hosting of its law enforcement application and required towns to host those applications instead. This created a challenge for the Wolfeboro Police Department in that the States' system is sensitive and not particularly friendly to reboots. The plan is to migrate email at the PD/Communications to MicroSoft 365 email, which is hosted offsite, . When there is a need to reboot IMC, the State of NHs public safety application will no longer be affected.

The cost of the upgrade will be \$ 10,000 for purchase of a new server as well as installation costs and \$ 25,000 for the upgrade of the IMC application. I am proposing a lease-purchase for a period of four (4) years. The first years payment will be \$.

Total request for 2017 is \$ 10,500.00.

400 Series Total

166,373.00	166,019.91	169,722.00	166,304.90	140,219.00	140,219.00	141,019.00	0.00	-28,703.00	-16.91%
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Town of Middleboro										After Port Budget L.F.	
1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE		
COMPUTER SOFTWARE											
01-41990-655	5,000.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00%		
600 Series Total	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%		

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41990-725 COMPUTER HARDWARE									
10,966.00	12,122.24	14,920.00	15,165.83	15,200.00	15,200.00	15,200.00		280.00	1.88%

DETAIL COLUMN 5

This line item provides for the purchase and replacement of the towns personal computers, servers and printers during the year.

Computer equipment as noted under the 2017 column of the attached inventory spreadsheet. \$ 8,400.

In 2017, I am proposing to purchase two 60 ppm scanners to be used by the Town Manager/Finance Department to begin the process of digital store of data within those departments. I will continue to research alternative methods to accomplish this task, however, I believe that the request for \$ 4,300 will cover the eventual cost.

Allowance For Personal Computer and Peripherals That Go Down During
The Year \$ 2,500

Total: \$ 15,200

Please note that I have increased the Hardware Purchase Appropriations for the Water, Municipal Electric & Sewer Departments by \$ 1,000 for 2017.

700 Series Total

10,966.00	12,122.24	14,920.00	15,165.83	15,200.00	15,200.00	15,200.00	0.00	280.00	1.88%
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Town of Milford									
1	2	3	4	5	6	7	8	9	10
2015	2015	2016	2016	2017	2017	2017	2017	\$	%
APPROVED BUDGET As of DECEMBER	ACTUAL EXPENSE	APPROVED BUDGET As of AUGUST 20	EXPENDED TO DATE As of OCTOBER 2	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE/ DECREASE
Technology Services Total									
189,514.00	190,106.15	195,422.00	185,770.73	163,619.00	173,899.00	174,699.00	0.00	-20,723.00	-10.60%

PROPOSED 2017 BUDGET
Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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General Fund Total	189,514.00	190,106.15	195,422.00	185,770.73	163,619.00	173,899.00	174,699.00	-20,723.00	-10.60%
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Town of Weymouth										After Joint Budget L.F.
1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE	

Technology Services

02-41990-425

COMPUTER MAINTENANCE

2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		0.00	0.00%
Allowance for Computer Maintenance/Monitoring contract that covers most Water Department computers. Backup detail can be found under the main technology budget.									
400 Series Total									
2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
COMPUTER HARDWARE									
02-41990-725	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00		1,000.00	100.00%
Allowance for purchase of one desktop computer and printer.									
700 Series Total	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00%

Town of Middleboro									
1	2	3	4	5	6	7	8	9	10
2015	2015	2016	2016	2017	2017	2017	2017	\$	%
APPROVED	ACTUAL	APPROVED	EXPENDED	DEPARTMENT	TOWN	BOARD OF	BUDGET	INCREASE/	INCREASE /
BUDGET	EXPENSE	BUDGET	TO DATE	REQUEST	MANAGER	SELECTMEN	COMMITTEE	DECREASE	DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						
Technology Services Total									
2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%

PROPOSED 2017 BUDGET
Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Water Fund Total

2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%
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[illegible]

Technology Services

03-41990-425

COMPUTER MAINTENANCE

[illegible]

DETAIL COLUMN 5

Allowance for proposed Computer Maintenance/Monitoring contract that would cover most MED computers. Backup detail can be found under the main technology budget

400 Series Total

	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
03-41990-725 COMPUTER HARDWARE									
0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00		1,000.00	100.00%
Allowance for purchase of one desktop computer and printer.									
700 Series Total	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00%

	1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
Technology Services Total	2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Municipal Electric Fund Total

2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%
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1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 INCREASE/ DECREASE \$	10 INCREASE/ DECREASE %
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Technology Services

04-41990-425

COMPUTER MAINTENANCE

2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00		0.00	0.00%
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DETAIL COLUMN 5

Allowance for proposed Computer Maintenance/Monitoring contract for most Sewer Department computers. Backup detail can be found under the main technology budget

400 Series Total

2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
COMPUTER HARDWARE									
04-41990-725	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00		1,000.00	100.00%
Allowance for purchase of one desktop computer and printer.									
700 Series Total	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	100.00%

Town of Milford										Inter on Budget/LF
1	2	3	4	5	6	7	8	9	10	
2015	2015	2016	2016	2017	2017	2017	2017	\$	%	
APPROVED BUDGET As of DECEMBER	ACTUAL EXPENSE	APPROVED BUDGET As of AUGUST 20	EXPENDED TO DATE As of OCTOBER 2	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE/ DECREASE	

Technology Services Total

2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%	
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PROPOSED 2017 BUDGET
Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Sewer Fund Total

2,000.00	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	3,000.00	0.00	1,000.00	50.00%
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1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
Grand Total:									
195,514.00	196,106.15	201,422.00	191,770.73	172,619.00	182,899.00	183,699.00	0.00	-17,723.00	-8.80%

2017 Technology Services
Preliminary Draft Budget
SCHEDULE "A"

		Voted 2014	Voted 2015	Voted 2016	Proposed 2017	Change Increase/ Decrease
Salaries & Benfits						
General	Website/IT Assistant	-	-	-	10,280	10,280
Website Hosting						
Townwide	Virtual Town Hall Website Hosting	3,400	3,400	6,400	6,400	-
Police	Police Website (Email Only)	445	90	-	-	-
Townwide	CAI Website Hosting	3,685	3,685	4,380	1,800	(2,580)
Website Hosting Sub-total:		7,530	7,175	10,780	8,200	(2,580)
General Maintenance Services:						
Town Clerk	Annual Software Support For XML Clerkworks	5,673	5,724	5,781	6,040	259
Town Clerk	Offsite Backup Services	180	-	-	-	-
Finance	Offsite Backup Services	2,258	2,400	2,600	4,000	1,400
Finance	Billing Office Software Support	78,578	78,578	78,578	35,000	(43,578)
Finance	Munismart Annual License Fee	7,665	8,195	8,195	8,985	790
Finance	Additional MuniSmart Seats	-	1,500	-	-	-
Finance	Trend Micro Anti Virus Protection	400	-	-	-	-
Finance	Server Warranties (Includes CISCO Firewall)	345	400	550	-	(550)
Finance	FortiNet Firewall and Access Point Licensing	-	-	-	464	464
Brewster	BayRing Internet Connection	2,400	2,400	2,400	2,400	-
Assessing	Avitar Billings & Collections Software Support	4,208	4,208	4,334	4,300	(34)
General	IT Support For Great Hall Useage	-	-	-	-	-
General	ESRI - ArcGIS for Desktop Basic	1,200	1,200	1,200	-	(1,200)
General	WebGIS Support (Cartographics)	1,800	1,800	1,800	-	(1,800)
General	PWIM (Cartographics)	500	500	500	-	(500)
General	Query Manager Support (Cartographics)	500	500	500	-	(500)
General	AxisGIS Online Viewer	-	-	-	2,400	2,400
General	Axis Online Document Upload Tools	-	-	-	500	500
General	Eset Anti Virus Proection	-	1,044	-	-	-
Fire	Firehouse Software Support Contract (Final Year)	845	915	1,000	1,000	-
Code Enf	Avitar Building Permit Softare Support	2,039	2,039	2,039	2,079	40
Police	Trend Micro Anti Virus Protection	390	288	-	-	-
Police	Offsite Backup Services	546	780	1,200	4,000	2,800
Police	Email SPAM Filtering	-	600	540	450	(90)
Police	MX Logic Service & Backup Server Lease	-	-	930	-	(930)
Police	Cisco Support	-	100	-	-	-
Police	Server Warranty (2 Year Dell)	-	1,275	-	-	-
Police	BayRing Internet Connection	-	-	1,200	1,200	-
Police	Bluetooth Connectivity Fees	-	-	-	800	800
Commun	Annual Block5 Software Support Contract	15,087	15,087	17,087	17,087	-

2017 Technology Services
Preliminary Draft Budget
SCHEDULE "A"

		Voted 2014	Voted 2015	Voted 2016	Proposed 2017	Change Increase/ Decrease
Salaries & Benfits						
General	Website/IT Assistant	-	-	-	10,280	10,280
Welfare	Welfare Management Software Maintenance	-	-	500	500	-
Parks Admin	Trend Micro Anti Virus Protection	54	-	-	-	-
General	Anchor File Sharing Application	-	-	-	1,200	1,200
Parks Admin	Online Backup Subscription	270	270	270	270	-
Electric	AVG Internet Security Protection & Eset Anti	252	252	-	-	-
Executive	EZ Stream	1,248	1,248	1,248	-	(1,248)
General	Cloud-based Email Monthly Fees	1,300	1,500	1,700	2,274	574
Townwide	Annual Block5 Software Support Contract	28,080	30,480	32,480	32,480	-
General Maintenance Services Sub-total:		155,818	163,283	166,632	127,429	(39,203)
Rentals & Leases:						
Public Safety	File Server & IMC Upgrade Lease	0	-	-	10,500	10,500
	Telephone System Lease	3,090	3,090	3,090	3,090	-
	Server Lease	9,108	-	-	-	-
Rentals & Leases Sub-total:		12,198	3,090	3,090	13,590	10,500
Computer Software:						
	Windows Server Upgrades	10,000	-	-	-	-
	Finish Cloud-based Eail Upgrade		5,000	-	-	-
Computer Software Sub-total:		10,000	5,000	-	-	-
Hardware Purchases:						
Finance	New Computer Purchases	6,800	5,400	8,400	8,400	-
Police	New File Server Police Department			4,020	-	(4,020)
Police	Datto Server At PD 2015	-	3,066	-	-	-
General	Scanners (2) For Digital Document Storage	-	-	-	4,300	4,300
	Purchases (Misc Items)	2,500	2,500	2,500	2,500	-
Hardware Purchases Sub-total:		9,300	10,966	14,920	15,200	280
Enterprise Fund Maintenance & Hardware:						
Water	Annual Mainstay Software Support Contract	1,000	2,000	2,000	2,000	-
Water	Misc Hardware	-			1,000	1,000
Sewer	Annual Mainstay Software Support Contract	1,000	2,000	2,000	2,000	-
Sewer	Misc Hardware	-			1,000	1,000
Electric	Annual Mainstay Software Support Contract	1,000	2,000	2,000	2,000	-
Electric	Misc Hardware	-	-		1,000	1,000
Enterprise Fund Sub-total:		3,000	6,000	6,000	9,000	3,000

2017 Technology Services
Preliminary Draft Budget
SCHEDULE "A"

		Voted	Voted	Voted	Proposed	Change
		2014	2015	2016	2017	Increase/ Decrease
General	Salaries & Benfits					
	Website/IT Assistant	-	-	-	10,280	10,280
<i>Grand Total All Funds:</i>		208,126	205,794	211,702	183,699	(17,723)

Location	Computer Name	Computer Model	Operating System	Office Version	Inventory ID	Date Purchased	2017	2018	2019	2020	2021
1st Hall	ASSESSOR01	Optiplex GX270	XP SP3	2007 Pro	1XW1M31	2/7/2008					
	ASSESSOR02	Optiplex 3010	Win 7 Pro	2013 Standard	GRX3CD1	4/13/2013		X			
	TOW-BIL-DT-06	Optiplex 3040	Win 7 Pro	2013 Standard	1PQDZC2	5/29/2016					X
	TOW-BIL-DT-07	Optiplex 3040	Win 7 Pro	2013 Standard	9KSF8C2	6/6/2016					X
	BILLING04	Optiplex 380	Win 7 Pro	2010 H&B	4JJJDP1	3/16/2011					
	CODE1	Optiplex 3010	Win 7 Pro	2013 Standard	23HMCX1	4/13/2013			X		
	FINANCE01	Optiplex 390	Win 7 Pro	2010 Standard	70DCMS1	3/30/2012					
	FINANCE02	Optiplex 380	Win 7 Pro	2010 H&B	4JHKDP1	3/16/2011			X		
	TOW-DT-001	Optiplex 3010	Win 7 Pro	2013 Pro Plus	23JKCX1	4/14/2014					
	TOW-DT-003	Optiplex 3020	Win 7 Pro	2013 Standard	2TG3R22	11/25/2014				X	
	TOW-DT-004	Optiplex 7020	Win 7 Pro	2013 Standard	CKH4B42	3/25/2015					X
	TOW-DT-006	Optiplex 390	Win 7 Pro	2013 Standard	3RJCWR1	11/19/2012		X			
	TOW-DT-008	Optiplex 7020	Win 7 Pro	2013 Standard	67DYV72	12/16/2015					X
	TOW-DT-010	Optiplex 3010	Win 7 Pro	2013 Standard	23KMCX1	4/14/2014			X		
	TOW-LT-001	Latitude 3550	Win 7 Pro	2013 Pro Plus	DZ68042	10/6/2015					
	TOW-LT-HALL	HP 250 G5	Win 10 Pro	2013 Standard	CND62907NB	7/21/2016				X	
	TOW-SPARE-DT	Optiplex 3020	Win 7 Pro	2013 Standard	C235N02	4/20/2014					
	TOW-SRFC-01	Surface Pro 4	Win 10 Pro		128G2255053	12/17/2015					
	WB123	Optiplex 390	Win 7 Pro	2010 Standard	70C7MS1	3/30/2012		X			
	TOW-LT-002	Latitude E5410	Win 7 Pro	2010 Standard	9W57RP1	3/24/2011					
	WOLFEBOROTH-PC	Vostro 3400	Win 7 Pro	2007 Pro	30QJZM1	2/12/2012	X				
	WTH03	Optiplex 390	Win 7 Pro	2010 Standard	70CCMS1	3/30/2012		X			
	WTH05	Optiplex 390	Win 7 Pro	2010 Standard	70F6MS1	3/30/2012		X			
	WTH06	Optiplex 3010	Win 7 Pro	2013 Standard	23JMCX1	4/13/2013			X		
	WOLFT-MN-01-DT	Optiplex 3020	Win 7 Pro	2013 Standard	4935N02	5/16/2014				X	
	WOLFT-MN-02-DT	Optiplex 3020	Win 7 Pro	2013 Standard	6015N02	5/16/2014				X	
	WOLFT-MN-04-DT	Optiplex 380	Win 7 Pro	2013 Standard	GVZCQL1	5/16/2014				X	
	WOLFET-MN-05	Optiplex 380	Win 7 Pro	2013 Standard	GW06QL1	5/16/2014				X	
Department	WBOR03	Optiplex 3010	Win 7 Pro	2013 Standard	23KLCX1	4/13/2013			X		
Department	FIREDISPATCH	Vostro 230	Win 7 Pro	2013 Standard	3ZLYQL1	4/12/2010					
Department	TOWFD-DT-01	Vostro 230	Win 7 Pro	Open Office	FCFGMN1	10/26/2010					
Department	TOW-FD-DT-02	Optiplex 3040	Win 7 Pro	2013 Standard	1QPLZC2	5/29/2016				X	
Department	TOW-FD-DT-03	Optiplex 3040	Win 7 Pro	2013 Standard	1PYFZC2	5/29/2016				X	
Department	WFD-FC-LT-01	Latitude 3440	Win 7 Pro	2013 Standard	27NY912	9/1/2015					
Department	WOLFEBOR0123	Optiplex 390	Win 7 Pro	2010 Standard	70D6MS1	3/30/2012		X			
Department	PARKSADMIN	Optiplex 3010	Win 7 Pro	2013 Pro Plus	23JKCX1	4/13/2013			X		
Department	TOW-DT-002	Optiplex 3020	Win 7 Pro	2013 Pro Plus	2Y92R22	11/25/2014				X	
Department	WOLFT-06-D7	Latitude E5540	Win 7 Pro	2013 Pro Plus	D14BF12	6/2/2014				X	
Department	TOW-DT-007	Optiplex 7020	Win 7 Pro	N/A	3H6BV62	10/13/2015					X

Budget Overview

Department : Brewster Building

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1. Machinery & Equipment (750)		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$7,136	
2. Aggregate Change in Benefits	\$548	
3. Electricity (410)	\$1,302	
4. Heat & Oil (411)	(\$2,467)	
5. Water (412)	\$29	
6. Sewer (413)	\$44	
7. Machinery Maintenance (433)	\$1,898	
8. Building Maintenance (435)	\$1,511	
10. Insurance (480)	\$76	
11. Maintenance Supplies (630)	\$2,600	
12. Machinery & Equipment (750)	\$1,500	
Net Change in Recurring Items		\$14,177
Total Net Change Identified		\$14,177
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$14,177
Percent Change - Increase (Decrease)		17.93%

2016 Budget

2017 Budget Request

Budget Statistics

Number of Full Time Employees	0	
Number of Shared Employees	0	
Number of Part Time Employees	1	
Salaries	\$12,588	15.92%
Benefits	\$1,052	1.33%
Professional Services	\$0	0.00%
Property Services	\$56,516	71.49%
Other Services	\$0	0.00%
Supplies	\$7,400	9.36%
Capital Outlay	\$1,500	1.90%
Other Charges	\$0	0.00%
Financial Uses	\$0	0.00%
Total	\$79,056	100%

Budget Statistics (Requested)

Number of Full Time Employees	0	
Number of Shared Employees	0	
Number of Part Time Employees	1	
Salaries	\$19,724	21.16%
Benefits	\$1,600	1.72%
Professional Services	\$0	0.00%
Property Services	\$58,909	63.18%
Other Services	\$0	0.00%
Supplies	\$10,000	10.73%
Capital Outlay	\$3,000	3.22%
Other Charges	\$0	0.00%
Financial Uses	\$0	0.00%
Total	\$93,233	100%

PROPOSED 2017 BUDGET

Town of Middleboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
Brewster Building									
01-41941-117 BUILDING MAINT P/T									
873.00	0.00	12,588.00	10,912.50	19,500.00	19,500.00	19,724.00		7,136.00	56.69%
Custodian									
\$15 x 25 hours x 13 weeks = 4,875									
\$15 x 25 hours x 39 weeks = 14,625									
19,500									
**BOS 1.5% Increase									
Custodian									
\$15.00 x 25 hours x 13 weeks = 4,875									
\$15.23 x 25 hours x 39 weeks = 14,849.25									
19,724.25									
100 Series Total									
873.00	0.00	12,588.00	10,912.50	19,500.00	19,500.00	19,724.00	0.00	7,136.00	56.69%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
SOCIAL SECURITY									
01-41941-220	67.00	0.00	963.00	1,492.00	1,492.00	1,509.00		546.00	56.70%
19,500 x .0765 = 1,491.75									
**BOS									
19,724 x .0765 = 1,508.89									
UNEMPLOYMENT COMP									
01-41941-250	6.00	4.00	64.00	48.00	48.00	48.00		-16.00	-25.00%
14,000 x .0034 = 47.60									
WORKERS COMPENSATION									
01-41941-260	1.00	1.00	25.00	43.00	43.00	43.00		18.00	72.00%
19,500 x .0022 = 42.90									
** BOS									
19,724 x .0022 = 43.39									
200 Series Total									
	74.00	5.00	1,052.00	1,583.00	1,583.00	1,600.00	0.00	548.00	52.09%

PROPOSED 2017 BUDGET
Town of Colfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
ELECTRICITY									
01-41941-410	13,548.00	8,744.00	13,549.00	9,859.12	14,851.00	14,851.00		1,302.00	9.61%
104,833.76 KWH's x 0.12855 kwh = 13,476.38 Meter charge 12 x 6.00 = <u>72.00</u> 13,548.38									
**2017 Projected Cost 104,833.76 KWH's x .1409 = 14,771.08 Meter Charge 12 x 6.66 = <u>79.92</u> 14,851.00									
HEAT & OIL									
01-41941-411	0.00	0.00	8,754.00	4,891.92	6,287.00	6,287.00		-2,467.00	-28.18%
3380 gal x 1.86 = 6286.80									
WATER									
01-41941-412	427.00	615.00	800.00	987.00	829.00	829.00		29.00	3.63%
71000 Gal's -15,000 Allowance 56,000gal's / 1000 = 56 56 x 10.52 + 240 = 829.12									
SEWER									
01-41941-413	527.00	801.00	1,100.00	1,251.97	1,144.00	1,144.00		44.00	4.00%
71,000 Gal's -15,000 Allowance 56,000/1000 56 x 16.15 + 240 = 1144.40									
MACHINERY MAINTENANCE									
01-41941-433	6,303.00	5,205.00	6,303.00	8,201.00	8,201.00	8,201.00		1,898.00	30.11%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						

Detail Column

Public Works Copier \$ 1,828
Town Office Copier \$6,373
\$ 8,201

01-41941-435

BUILDING MAINTENANCE

22,000.00	26,459.00	20,080.00	13,111.49	21,591.00	21,591.00	21,591.00		1,511.00	7.52%
Generator Maintenance Contract \$ 1,100 (3 service visits per year)									
Elevator Maintenance Contract \$ 2,706 (1 inspection per year)									
Handicap Lift Maintenance Contract \$ 680 (1 service per year)									
Appliance Repair \$ 500 (As Needed)									
Control Technologies Maintenance Contract \$ 9,325 (Ongoing monitoring and maintenance - 2 filter changes per year)									
Backup Cleaning Services \$ 1,200 (4 weeks per year)									
Great Hall Floor Maintenance \$ 1,841 per year (1 treatment per year)									
Window Cleaning Service \$ 1,825 (upper and lower windows, once per year)									
Fire Suppression System Monitoring \$ 500 (ongoing)									
Alarm Monitoring (\$ 920)									
Miscellaneous \$ 1,000									

Total: \$ 21,591

01-41941-440

RENTAL

4,986.00	4,978.00	4,986.00	4,148.60	4,986.00	4,986.00	4,986.00		0.00	0.00%
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Detail Column 5

Public Works Copier Lease \$ 2,493
Town Hall Copier Lease \$ 2,493
\$ 4,986

01-41941-480

INSURANCE

882.00	882.00	944.00	944.00	1,020.00	1,020.00	1,020.00		76.00	8.05%
400 Series Total									
48,673.00	47,684.00	56,516.00	40,037.02	57,607.00	58,909.00	58,909.00	0.00	2,393.00	4.23%

Town of Andover

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41941-620 OFFICE SUPPLIES									
	6,000.00	5,821.00	6,000.00	6,000.00	6,000.00	6,000.00		0.00	0.00%
Detail Column 5									
General Expendable Supplies									
01-41941-630 MAINTENANCE SUPPLIES									
	1,400.00	1,204.00	1,400.00	4,000.00	4,000.00	4,000.00		2,600.00	185.71%
Detail Column 5									
Paper Products, Cleaning Supplies, Trash Bags Maintenance Supplies for public bathrooms & Great Hall & Great Hall Kitchen.									
600 Series Total									
	7,400.00	7,025.00	7,400.00	10,000.00	10,000.00	10,000.00	0.00	2,600.00	35.14%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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01-41941-750

MACHINERY & EQUIPMENT

800.00	0.00	1,500.00	555.00	800.00	0.00	3,000.00		1,500.00	100.00%
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Column 5

Repairs & maintenance of various mechanical systems

Note: Town Manager moved this item to Building Maintenance - 435

Note: Board of Selectmen added \$ 3,000 to this line item for a study of accoustical sound quality solutions in the Great Hall.

700 Series Total

800.00	0.00	1,500.00	555.00	800.00	0.00	3,000.00	0.00	1,500.00	100.00%
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PROPOSED 2017 BUDGET

Town of Febo

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Brewster Building Total

57,820.00	54,714.00	79,056.00	59,902.45	89,490.00	89,992.00	93,233.00	0.00	14,177.00	17.93%
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Knight Security Alarm Co., Inc.

P.O. Box 703

Wolfeboro, NH 03894

603-569-8230

Estimate

Date	Quote #
10/12/2016	10102

Name / Address

WOLFEBORO TOWN HALL
FIRE ALARM SYSTEM
84 SOUTH MAIN STREET
WOLFEBORO, NH 03894

Prepared By

Project

Consultant

fire alarm inspe

STU SHANNON

Quantity	Item	Description	Unit Price	Total Price
1	Fire Inspection	Fire Inspection per NFPA 72. National Fire Alarm Code	\$920.00	\$920.00
1	Additional Services	Special additional services and or equipment. To be billed and approved seperatly		
Total				\$920.00

Customer Signature _____ Date _____



58570

Appt Time: 9:00 AM to 10:30 AM

Crew: Alan S.
Call Taker: Krysten Stewart
Source: Repeat Customer
Order Date: 10/13/2016

Job Site:

Town of Wolfeboro Public Works
Attn: Marie Watson
P.O. Box 629
Wolfeboro, NH 03894

Home: 603-569-8176
Contact: 603-651-6559

Wolfeboro Town Hall
Attn: Adam Tasker
86 S Main St.

Service	Qty	Unit Price	Subtotal
COM HW CLEAN, BUFF & WAX	2832	\$0.65	\$1,840.80

Comments:

Subtotal: \$1,840.80

Total: \$1,840.80

Terms: Upon Receipt

Dedicated to People Flow



Purchaser ("Purchaser"):
Wolfboro Town Hall
86 Main St.
Wolfboro, Massachusetts 03894

Service Location ("Premises"):
Wolfboro Town Hall
86 Main St.
Wolfboro, New Hampshire 03894

KONE Inc. ("KONE")
Boston
One New Boston Drive
Canton, MA 02021

KONE Care™ Plus Agreement for Vertical Transportation ("Agreement")

Wolfboro Town Hall

[Signature]
(Signature of Authorized Representative)

DAVID W. OWEN
(Print Name)

TOWN MANAGER
Title

12-11-15
Date

Respectfully submitted,

John Mulcahy
KONE Inc.

[Signature]
(Approved by Authorized Representative)

DSM
Title

12/14/15
Date

EQUIPMENT DESCRIPTION ("Equipment")

Manufacturer	Hydraulic		MRL		Geared Traction		Gearless Traction		Escalator	Powerwalk	Other
	Passenger	Freight	Passenger	Freight	Passenger	Freight	Passenger	Freight			
KONE			1								

TENDER DATE: 12/11/2015

EFFECTIVE DATE: ~~12/11/2015~~ 10/15/16

PRICE

\$225.00 per month payable by Purchaser annually in advance (\$2,700.00 per annual installment). If Purchaser does not sign this Agreement within 90 days after the tender date above, KONE reserves the right to submit a revised price.

The price is based upon annual in advance payment. In the event Purchaser chooses one of the following payment options by initialing the selection below, a surcharge will apply as outlined:

Payment Option	Surcharge	Revised Monthly Price	Acceptance
Semi-Annual in advance payment	2% Increase	\$ 229.50 per month	
Quarterly in advance payment	3% Increase	\$ 231.75 per month	
Monthly in advance payment	4% increase	\$ 234.00 per month	

SCOPE OF SERVICES

KONE will perform maintenance visits to examine, maintain, adjust, and lubricate the components listed below. In addition,



unless specifically excluded below, KONE will repair or replace the components listed below if the repair or replacement is, in KONE's sole judgment, necessitated by normal wear and tear. Unless specifically included elsewhere in this Agreement or unless Purchaser has separately contracted with KONE for the work, all other work related to the equipment is Purchaser's responsibility.

TRACTION ELEVATORS

RELAY LOGIC CONTROL SYSTEM

All control system components.

MICROPROCESSOR CONTROL SYSTEM

All control system components. System performance examinations will be conducted to ensure that dispatching and motion control systems are operating properly.

GEARED/GEARLESS MACHINES

All geared and gearless machine components.

WIRING

All elevator control wiring and all power wiring from the elevator equipment input terminals to the motor.

CAR EQUIPMENT

All elevator control system components on the car.

HOISTWAY AND PIT EQUIPMENT

All elevator control equipment, car and counterweight buffers, overspeed governors, governor tension sheave assemblies, and car and counterweight safeties.

RAILS AND GUIDES

Guide rails, guide shoe gibs, and rollers.

ROPES

Hoist ropes, governor ropes, and compensation ropes.

DOOR EQUIPMENT

Automatic door operators, hoistway and car door hangers, hoistway and car door contacts, door protective devices, hoistway door interlocks, door gibs, and auxiliary door closing devices.

MANUAL FREIGHT DOOR EQUIPMENT

Switches, retiring cams, interlocks, guide shoes, sheaves, rollers, chains, sprockets, tensioning devices, and counterbalancing equipment.

POWER FREIGHT DOOR EQUIPMENT

Controller, relays, contactors, rectifiers, timers, resistors, solid state components, door motors, retiring cams, interlocks, switches, guide shoes, sheaves, rollers, chains, sprockets, and tensioning devices.

SIGNALS AND ACCESSORIES

Car operating panels, hall push button stations, hall lanterns, emergency lighting, car and hall position indicators, car operating panels, fireman's service equipment and all other signals, and accessory facilities furnished and installed as an integral part of the elevator equipment. Re-lamping of signal fixtures is included only during KONE's maintenance visits. Service requests for re-lamping of signal fixtures will be billed separately at KONE's then current labor rates.

HOURS OF SERVICE

All services described above will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location where the services are performed, unless otherwise specified in the Agreement.

SERVICE REQUESTS (CALLBACKS)

In addition to the work described in the Scope of Services section, this Agreement covers requests for service during the regular working hours of the regular working days of the elevator trade. Service requests are defined as services that require immediate attention and that are within the scope of services and not excluded from the scope of services as provided below. Service requests outside the scope of services will be billed separately at KONE's then current labor rates and material prices plus mileage and incidentals. Any rates and lump sum amounts are not subject to audit. Service requests that require more than one technician or more than two hours to complete will be treated as a repair and scheduled in accordance with the Hours of Service section above. Purchaser agrees that KONE may perform service requests made by any person that KONE believes is authorized by Purchaser to make such requests.

If Purchaser requests service on overtime, Purchaser will be charged KONE's hourly billing rate for each overtime hour.

TESTS

KONE will perform the following tests on the Equipment. KONE is not liable for any property damage or personal injury, including death, resulting from any test.

TRACTION ELEVATOR

An annual no load test as required by applicable code.

REPORTING SERVICES

KONE may provide Purchaser with access to KONE's online reporting tool. Based on the Purchaser's user access, Purchaser can view information about the performance and service of the Equipment. KONE may provide Purchaser with automatic email notifications that provide information on work performed.



EXCLUSIONS

The following are excluded from the scope of services.

GENERAL

KONE is not obligated to: perform safety tests other than those specified herein; perform any work required by new or retroactive code changes; perform tests required or correct outstanding violations or deficiencies identified prior to the effective date; removal of water or excessive debris from the pit; make replacements or repairs necessitated by fluctuations in the building power systems, adverse machine room or environmental conditions (including without limitation temperature variations below 50 degrees or above 90 degrees Fahrenheit) or humidity greater than 95% relative humidity, prior water exposure, rust, fire, explosion, acts of God, misuse, vandalism, theft, acts or mandates of government, labor disputes, strikes, lockouts, or tampering with the equipment by any person other than a KONE representative, negligence or acts or omissions of the Purchaser or any third party, or any other cause beyond KONE's control.

KONE agrees to maintain the existing performance as designed and installed. KONE is not required under this Agreement to make changes in operation and/or control, subsequent to the date of this Agreement.

Notwithstanding anything contained to the contrary in this Agreement, KONE's scope of services shall not include any abatement or disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in a regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from KONE's scope of services without an applicable proposal to reflect the additional costs and time. In accordance with OSHA requirements, Purchaser shall inform KONE and its employees who will perform services in areas which contain ACM and/or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during the performance of services before entering the area. Other than as expressly disclosed in writing, Purchaser warrants that the areas where KONE will perform its services at all times meet applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its services in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for KONE to perform its services shall be Purchaser's sole responsibility and expense. After any removal or abatement, Purchaser shall provide documentation that the asbestos has been abated from the areas where KONE will perform its services and air clearance reports shall be made available upon request prior to the start of KONE's services.

Nothing contained within this agreement shall be construed or interpreted as requiring KONE to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA or any Federal or State

statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Purchaser shall be responsible to execute all waste manifests necessary to transport hazardous materials for disposal.

OBSOLESCENCE

A component may become obsolete during the term of this Agreement. Obsolete components are not covered under this Agreement. KONE will provide Purchaser with a separate quotation for the price to replace obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components are at the Purchaser's expense.

Components include without limitation any part, component, assembly, product, or firmware or software module. A component is obsolete when it can no longer be economically produced due to the cessation of consistent sources for materials, a loss or termination of a manufacturing process occurs, product reliability analysis shows that it is not economically feasible to continue to produce the component, escalation of component costs beyond acceptable industry expectations drive alternative equipment upgrades, the support of product safety programs or conformance to codes or standards mandates that use of a component be discontinued in its entirety, the OEM designates the component as obsolete, or such component has been installed 20 or more years. No exception to the above will be made for a component designated as obsolete because it can be custom made or acquired at any price. KONE will not be required to furnish reconditioned or used components. After the component that replaces the obsolete component is installed, that component is covered under this Agreement unless it becomes obsolete.

ELEVATOR

Refinishing, repairing, replacing, or cleaning of the: car enclosure; gates or door panels; door pull straps; hoistway enclosure; rail alignment; hoistway doors; door frames; sills; hoistway gates; flooring; power feeders, switches, and their wiring and fusing; car light diffusers; ceiling assemblies and attachments; smoke or heat sensors; fans; fireman's phone devices; intercoms; telephones or communication devices; phone lines; music systems; media displays; card-readers or other security systems; computer monitoring systems; light tubes and bulbs; pit pumps; emergency power generators; hydraulic cylinder; unexposed piping; or disposal or clean-up of waste oil or contamination caused by leaks in the hydraulic cylinder or unexposed piping. KONE is not obligated to perform or keep records of firefighter's service testing, unless specifically included in this Agreement.

REMOTE MONITORING

If the Equipment is equipped with remote monitoring capabilities, Purchaser gives KONE the right to utilize this functionality and



the phone line to the Equipment to collect data related to the use and operation of the Equipment.

SAFETY

Purchaser will provide a safe workplace for KONE personnel and safe access to the equipment, property and machine room areas and keep all machine rooms and pit areas free from water, stored materials and debris; remove and dispose of any hazardous materials, water or waste according to applicable laws and regulations; post any and all instructions and warnings related to the use of the equipment. Purchaser will be solely responsible for proper use, for supervising the use of the equipment, and for taking such steps including but not limited to providing attendant personnel, warning signs and other controls necessary to ensure the safety of the user or safe operation of the equipment.

Notwithstanding anything to the contrary in this Agreement, if in KONE's sole judgment the equipment presents a safety hazard to the riding public or KONE's technicians (including but not limited to Purchaser's act of creating or allowing unsafe practices or conditions or Purchaser's failure to authorize necessary repairs or upgrades), KONE may immediately terminate this Agreement in its entirety upon written notice. To the extent that KONE provides Purchaser with any oral or written account, report, information, or other statement identifying a safety issue with the equipment that is the subject of the Agreement or otherwise makes any recommendation or proposal to make a safety improvement or to address a safety issue related to such equipment, and Purchaser does not immediately approve KONE's proposal or recommendation, Purchaser agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Purchaser's failure to comply with KONE's recommendations and proposals, and any obligation on the part of KONE to indemnify or defend Purchaser with regard to such claim shall be null and void.

NOTICE OF MALFUNCTION OR INJURY

As to any elevator or escalator equipment that is the subject of the Agreement, Purchaser will: (i) immediately shut down any such equipment that presents a potential safety hazard; and (ii) provide prompt verbal notice to KONE's Service Center of such hazard. Purchaser will immediately notify KONE's Service Center of any injury or accident in or about such equipment, followed by prompt written notice of such injury or accident. Any indemnity of Purchaser provided by KONE under the Agreement becomes null and void and will not be considered in interpreting the Agreement if Purchaser does not take the action or provide the notice required by this provision.

THIRD PARTY SERVICES

All services within the scope of this Agreement must be performed by KONE or its subcontractors, if any. If Purchaser causes or permits a third party to perform the same or

substantially the same services required by this Agreement, Purchaser waives all claims against KONE arising from or related to a third party's performance of such services.

If Purchaser determines that it requires any services outside the scope of this Agreement, Purchaser will provide KONE with an opportunity to provide a quotation for such services or to meet any offer from a third party. If KONE agrees to meet a third party offer, Purchaser will enter into a separate contract with KONE for such services. If Purchaser elects to have a third party perform the services, KONE reserves the right to adjust the price of this Agreement.

If a third party works on the equipment during the term of this Agreement, KONE reserves the right to inspect the equipment and may determine that re-work, different or additional work is required. Purchaser will reimburse KONE for the cost the inspection and any additional work required. If Purchaser declines to have KONE perform the additional work, KONE reserves the right to cancel the Agreement upon written notice to Purchaser.

NON-KONE EQUIPMENT

If the equipment covered under this Agreement was not manufactured by KONE (or a company acquired by KONE), Purchaser will: (i) provide KONE with a complete set of as-built wiring diagrams, (ii) Purchaser will procure and pay for replacement parts or proprietary diagnostic devices from the OEM, if requested by KONE, and (iii) provide Maintenance Control Plan (MCP) test procedures as required by current code, as that code may be changed or amended from time to time. KONE will reimburse Purchaser for the actual cost paid by Purchaser for OEM parts acquired at KONE's request. KONE is not responsible for any delays, damages, cost, or claims arising from or in connection with Purchaser's failure to provide OEM parts or proprietary diagnostic devices in a timely manner. Purchaser authorizes KONE to produce single copies of the EPROM and/or ROM chips for each unit for the sole purpose of an archive backup of the embedded software to allow for replacement of a defective or damaged chip. These will be stored on the building premises and the Purchaser retains possession.

TERM AND TERMINATION

This Agreement will commence on the effective date and continue for an initial period of TEN (10) years. This Agreement will thereafter automatically renew for successive terms of TEN (10) years. Either party may terminate this Agreement at the end of the initial TEN (10) year term or at the end of any subsequent TEN (10) year term by giving the other party no less than ninety (90) days nor more than one hundred twenty (120) days written notice, via certified mail, prior to the expiration date of the then current term of the Agreement.

If a party materially breaches the Agreement, the other party



may provide written notice of the breach and a reasonable time under the circumstances to cure the breach, but in no event less than a thirty (30) days cure period. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Agreement upon fifteen (15) days written notice to the other party.

CANCELLATION

If Purchaser cancels or otherwise terminates the Agreement in any way inconsistent with the termination provisions of the Agreement, such cancellation will constitute a material breach of the Agreement. In such case, Purchaser will pay as a cancellation fee an amount equal to fifty percent (50%) of the balance of the total price owed for the remaining term of the Agreement. Notwithstanding anything to the contrary in the Agreement, the cancellation fee will be paid by Purchaser immediately upon receipt of KONE's invoice. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees.

ASSIGNMENT

Either party may assign the Agreement to a third party upon thirty (30) days prior written notice to the other party subject to the terms of this provision. If Purchaser transfers ownership of the premises on which such equipment is located to a third party, Purchaser will promptly provide KONE with new owner's contact information and take all such actions as are necessary to assign the Agreement to the third party. Purchaser will promptly provide KONE with a copy of such assignment.

PRICE ADJUSTMENTS

If the term of the Agreement exceeds one (1) year, KONE may automatically adjust the price annually effective on the first maintenance invoice in each new calendar year. This adjustment will be equal to the percentage increase or decrease in KONE's straight time hourly labor cost. KONE's straight time hourly labor cost equals the sum of the straight time hourly rate plus the cost of fringe benefits and applicable taxes, including without limitation welfare, pension, vacation, paid holidays, insurance and other union contributions, paid to personnel where the Equipment is located. KONE reserves the right to add annual surcharges to the price of the Agreement, including without limitation, adjustments for the then current price of fuel and charges for disposal or other environmental requirements, such surcharges to be specified by KONE in its sole discretion and invoiced by KONE and paid annually by Purchaser.

PAYMENT TERMS

Payment is due net thirty (30) days from the date of the invoice. A charge of the greater of: (i) one and one half percent (1½%); or (ii) the maximum rate permitted by applicable law, will be applied to the unpaid balance. Purchaser will reimburse KONE for all

costs of collection, including without limitation court costs and reasonable attorneys' fees.

SUSPENSION OF SERVICE

If Purchaser fails to pay any invoice within the specified payment terms or if Purchaser breaches any material provision of the Agreement, KONE may stop work or suspend its services under this Agreement and/or other contracts with the Purchaser until all invoices are current or Purchaser cures the breach.

Any requests for service during the period of suspension of service or repairs necessitated by the lack of maintenance service will be invoiced by KONE and paid separately by Purchaser.

If Purchaser fails to make timely payment, any indemnity provided by KONE under the Agreement is null and void as to any damages that arise during the period of non-payment.

Purchaser waives all claims against KONE arising from or related to suspension of service pursuant to this provision.

TAXES

Purchaser is responsible for the payment of all federal, state, or local taxes applicable to the services or materials provided under the Agreement.

INDEMNIFICATION

To the extent permitted by law, Purchaser will indemnify, defend, and hold KONE harmless from and against any and all claims, demands, actions, suits, proceedings, judgments, damages, loss, liabilities, costs, or expenses, including without limitation court costs and reasonable attorney's fees, whether arising from or related to Purchaser's, KONE's, or any third party's negligence, willful misconduct, or acts or omissions in performance of the Agreement.

LIMITATION OF LIABILITY

Notwithstanding anything to the contrary in this Agreement, KONE's total liability to Purchaser under the Agreement is limited to \$1,000,000.00.

In no event will either party be liable to the other party for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature arising from or related to performance of the Agreement, including without limitation loss of profits, loss or inaccuracy of data, or loss of use damages, even if the party has been advised of the possibility of such damages and even if under applicable law such damages would not be considered for indirect, incidental, punitive, special, or consequential damages. Each party hereby waives its rights to such damages to the fullest extent permitted by applicable law. If there is any litigation between the parties with respect to this



Agreement or the subject matter hereof, the prevailing party in such litigation shall be entitled to collect all of its costs and expenses in such litigation, including reasonable attorney's fees and court costs, from the other party.

Purchaser will name KONE as an additional insured on its Insurance policy.

Any waiver of claims, damages, or other rights, whether such rights arise under the Agreement or by law or in equity, purported to be made by KONE in the Agreement is null and void and will not be considered in interpreting the Agreement.

U.S. GOVERNMENT SALES

If the product(s) or service(s) provided under this Agreement are for end use by a federal, state or local government customer, KONE makes no representations, certifications or warranties whatsoever with respect to the ability of its product(s), service(s) or price(s) to satisfy any applicable federal, state or local statutes or regulations, including without limitation the Federal Acquisition Regulation ("FAR").

FORCE MAJEURE

A party is not liable for failure to perform its obligations under the Agreement if such failure results from Acts of God, fire, flood, unusual delay in deliveries, unavoidable casualties, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, or lockout, concealed conditions, shortage or unavailability of materials, supplies, labor, equipment or systems, interruption or failure of electricity or telephone service or any other causes beyond KONE's control. The non-performing party must promptly notify the other party in writing of the force majeure event and resume performance immediately upon cessation of the event.

VENUE

The exclusive venue for any dispute between the parties shall be in the County and State of the KONE office as set forth on Page 1.

PROPERTY RIGHTS

KONE will provide Purchaser with any information or materials that it provides generally to all its customers in the ordinary course of its business. Any tools, devices, or other equipment that KONE uses to perform its services or monitor the Equipment remains the sole property of KONE. If this Agreement terminates or expires for any reason, Purchaser will give KONE access to the premises to remove such equipment at KONE's expense.

KONE retains all rights, title, and interest, including all intellectual property rights, in and to the written materials it provides to Purchaser or uses to perform its services, including without

limitation shop drawings, technical documentation, and user manuals, and to any software provided with the equipment. Purchaser will not use such software except in connection with the use and operation of the Equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form.

MISCELLANEOUS

The Agreement, including any attachments, supersedes all prior written or oral negotiations, commitments, agreements, and understandings between the parties relating to the subject thereof, and constitutes the entire agreement between the parties with respect to the subject matter hereof. The Agreement is not effective until signed by KONE's authorized representative or until KONE commences work under the Agreement.

Notwithstanding anything to the contrary in this Agreement, if Purchaser causes or permits KONE to commence performance of services, Purchaser accepts the terms and conditions of this Agreement. The Agreement may not be modified, amended, canceled, or altered by custom and usage of trade or course of dealing. Any section headings are for convenience only and will not in any way limit the scope or affect the interpretation of any provision of the Agreement. In the event any part of the Agreement is determined to be invalid or non-enforceable, the remaining part or provisions will continue in full force and effect. Failure or delay by a party to exercise any right, remedy, power, or privilege accorded by the Agreement does not constitute a waiver of such right, remedy, power, or privilege. A waiver is effective only if in writing and signed by the waiving party. A written waiver of default will not operate as a waiver of any other default or of the same default in the future. The terms and conditions of the Agreement that by their sense and context are intended to survive expiration or termination of the Agreement will so survive, including without limitation the making of all payments hereunder.



KONE Care Remote Monitoring Service Voice Link and Wireless Phone Service Option

KONE will provide KONE Care Phone Monitoring Service.

Customer shall:

- Provide names and phone numbers of at least two of its representatives for the KONE Service Center to contact on a 24 hour basis, and at least one police, fire or local 911 agency phone number.
- Notify KONE immediately in writing of any changes in these names or numbers. In the event of a call from the elevator, the KONE Service Center will contact the points of contact in the order listed. The local authorities will be contacted if the previously mentioned points of contact cannot be reached.

If KONE wireless phone service is provided, then KONE provides the phone connection via a KONE provided wireless service and customer shall provide the ability to reactivate the analog phone line in the event KONE can no longer provide wireless service. Customer shall also provide KONE access to the appropriate location where the building telecommunications devices are located. KONE also reserves the right to remove the wireless hardware in the event KONE no longer provides the wireless service or maintains the equipment.

If KONE does not provide wireless phone service, customer shall provide an analog phone line to the elevator machine room (to be terminated to the appropriate phone jacks). If phone line is an extension off an existing phone system, a backup power source must also be provided. An extension, if applicable, must be a direct inward dial (DID) extension. All phones and associated equipment shall be in compliance with the requirements of ASME A17.1, local codes and applicable law, as amended. Customer shall also provide the elevator phone number(s) and/or extension(s) for the phone(s) being programmed.

Activation Fee: No Charge

Service Fees: Purchaser will also pay a service fee of \$300.00 per annual installment.

Service Fee is based upon annual in advance payment. In the event Purchaser chooses an alternate payment option on page 1, additional surcharge will apply.

Elevator Description	Equipment #	Elevator Phone # and Extension for Caller ID
1.		



First Point of Contact (Required)	
Name:	Title:
Phone #:	Cell Phone #:
Second Point of Contact (Required)	
Name:	Title:
Phone #:	Cell Phone #:
Third Point of Contact (Optional)	
Name:	Title:
Phone #:	Cell Phone #:
Local Emergency Authorities (Required)	
Fire Department Phone #:	Police Department Phone #:

If Purchaser wishes to include KONE Care Phone Monitoring and/or Wireless Phone Services in the Agreement, Purchaser will accept by initialing below.

Accepted



CUSTOMER INFORMATION

Who is the Agreement with? <u>TOWN OF WOLFEBORO</u>		
Legal Name of the Company: <u>Same</u>		
Address: <u>P.O. BOX 629 - 84 SOUTH MAIN STREET</u>		
City: <u>WOLFEBORO</u>	State: <u>NH</u>	Zip: <u>03894</u>
Contact Name: <u>Robert Houseman</u>	Title: <u>Director of Planning & Development</u>	
Phone: <u>603 569 5970</u>	Fax: <u>569-8178 (603)</u>	
Is the Owner tax exempt? ☒ Yes (If Yes, provide the Tax Exemption Certificate.) ☐ No		
Federal Tax ID #:		

Where should the Invoices be sent?		
Legal Name of the Company: <u>TOWN OF Wolfeboro</u>		
Attention: <u>Accounts Payable</u>		
Address: <u>P.O. BOX 629</u>		
City: <u>Wolfeboro</u>	State: <u>NH</u>	Zip: <u>03894</u>
Contact Name: <u>Robert Houseman</u>	Title: <u>Director of Planning & Development</u>	
Phone: <u>603 569 5970</u>	Fax: <u>603-569-8178</u>	
Federal Tax ID #: <u>02-6000987</u>	Email: <u>planningdirector@wolfeboro NH. US</u>	

Who will be responsible for paying the Invoices?		
Legal Name of the Company: <u>SAME AS ABOVE</u>		
Attention:		
Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Federal Tax ID #:	Email:	

Basic Service Plan 1X2Y

7948

9/9/2016



All-Ways Accessible®
ELEVATORS & LIFTS

128 Hall Street, Suite F, Concord, NH 03301

800-725-4387

Fax: 603-224-9375

AWALifts.com

Equipment Address		Billing address		Manufacturer	SES
Wolfeboro Town Hall 84 South Main Street Wolfeboro, NH 03894		Wolfeboro Town Hall 84 South Main Street Wolfeboro, NH 03894		Model No.	VPC
				Serial No.	15566-V
				Customer Type	residential
				State ID	6805
Job #					
Customer Phone:	603-569-8161	Billing Contact		Inspection Anniver...	October
Customer Contact:		Billing Phone		Installed by AWA	y
Customer E-mail:	pwoperations@wolfebor...	Billing E-mail		Sold By	JMK

Description	Total
Basic Service Agreement. Includes 1 PM per Year, annual state inspection reports in October, for 2 years.	680.00

Terms and Conditions

- * In order to be eligible for coverage under any maintenance plan, equipment must be in good running condition; if the equipment is not new, or was not installed by AWA, a billable planned maintenance may be required prior to entering into this agreement.
- * Service calls under this agreement will be made during normal business hours at the customer's specified location.
- * Planned maintenance visits will be scheduled one times a year. If required, the New Hampshire annual state inspection report is included. As a courtesy, a reminder email or phone call will be made when the service is due; however, the customer is ultimately responsible for the scheduling of maintenance visits.
- * Every attempt will be made to work within the constraints of the customers schedule; however, the customer is ultimately responsible for being available for service appointments.
- * Customer must provide access to the equipment. The customer must also be present when the maintenance is performed. AWA Technicians will not enter a home or business that is not occupied. If an appointment is made for a maintenance or repair and the technician is not able to gain access to the equipment, the company has the right to bill for travel expenses at the standard non discounted labor rate.
- * Any item that has been misused, neglected or vandalized does not qualify for the 10% discount on parts, labor or travel. The sole determination as to misuse, neglect or vandalism will be determined by an All-ways Accessible, Inc. representative.
- * All-Ways Accessible, Inc.® cannot be held responsible for personal injury caused by delay in repairing any piece of equipment.
- * This plan covers planned maintenance only as outlined in the specific maintenance plan brochure. Emergency service calls, repairs found during a PM call, any parts and/or labor related to such, are not included in this plan. However, they are subject to the 10% discount and priority scheduling as provided for in this plan. The term of this agreement is for two years. Plan rates and terms are subject to change at the time of renewal.

This plan commences on the date payment is received into our office and will be in effect for TWO years from that date.

For details on the work included in this plan, please refer to the corresponding plan brochure.

Your Basic Planned Maintenance Plan can be paid via check or credit card.
We accept MasterCard, Visa, Discover.

Acceptance of Basic Service Plan - Signature below indicates acceptance of the Plan as spelled out in the brochure and terms and conditions

Signature

Print name

Date



**All-Ways
Accessible®**
ELEVATORS & LIFTS

For service call us at
800-972-8735
AWALifts.com

Statement of Coverage

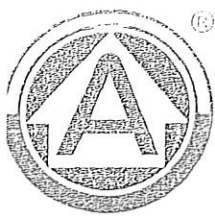
YOUR AWA Service Plan WILL INCLUDE...

- Ⓐ Clean, adjust, test various moving components such as drive system, doors and gates, electro-mechanical interlocks, suspension chains/rope
- Ⓐ Lubrication of drive and support bearings/rails
- Ⓐ Examine shaft clearances and obstructions
- Ⓐ Examine, tighten all support and structural fasteners
- Ⓐ No-load safety testing: examine free-fall safety devices
- Ⓐ Examine, test any over-speed safety devices
- Ⓐ Examine, adjust lock contacts, adjustable rollers, gear rack splices and motion control valves
- Ⓐ Test voltage sources including all power supplies, battery packs and line voltage
- Ⓐ Test safety circuitry such as directional safety switches, floor bypass switches and final terminal limit switches
- Ⓐ Consistent documentation of all code required maintenance logs
- Ⓐ For repairs that occur outside of the planned maintenance visit, the plan holder will receive a 10% discount on parts/labor and priority scheduling
- Ⓐ On commercial lifts, the plan includes your annual state inspection

The AWA Service Plan covers routine, scheduled maintenance. It does not cover emergency parts. In order to be eligible for coverage under the AWA Service Plan, equipment must be in good, working condition. A billable service may be required to evaluate the equipment prior to entering into this agreement.

The American Society of Mechanical Engineers (ASME) felt it was so important to have elevators and lifts tested and inspected routinely, that they made it a requirement in their **National Elevator and Lift Safety Codes®**. If your state has adopted these national codes, it may be more than just a good idea to have your equipment maintained regularly, it may be the law.





**All-Ways
Accessible®**
ELEVATORS & LIFTS

For service call us at

800-972-8735

AWALifts.com

Every elevator and lift that All-Ways Accessible, Inc. (AWA) installs has multiple layers of protection engineered into its design. But each safety device within your equipment requires regular testing, inspection and maintenance in order to ensure that they will work for you when you need them.

As an **AWA Service Plan** holder, your elevator or lift will be serviced a minimum of once or twice a year, depending on the equipment. Our service plan is designed to be compliant with both state and national safety codes, as well as the manufacturers' recommended standards.

Our service professionals have extensive experience in their field, utilizing some of the most advanced diagnostic tools and training in the industry. At All-Ways Accessible, your safety is our first priority and we are confident in our ability to care for your equipment the right way, every time.

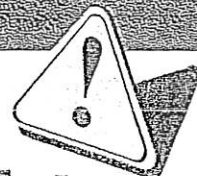
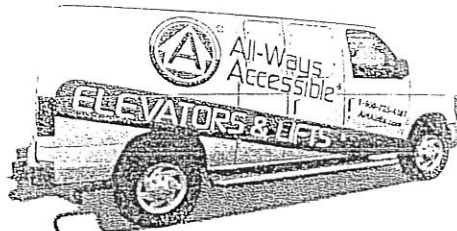
Plan for Safety



Plan on Service

Regular maintenance has been shown to reduce the cost and frequency of repairs and to extend the life and reliability of your elevator or lift. As part of your annual (or bi-annual) maintenance visit, your service professional will go through a comprehensive point by point checklist specific to your make and model of equipment. While performing this routine maintenance, if your mechanic does identify a safety or reliability concern, as an **AWA Service Plan** holder, you will benefit from a 10% discount on any parts or labor necessary to complete the repairs, as well as priority scheduling.

For more information on the **AWA Service Plan**, please contact our Service Department at 800-972-8735 or Service@AWALifts.com.



Safety matters



Elevators



Dumbwaiters



Stairlifts



Wheelchair Lifts

AWA Service Plan





PM Quote: 3640 2-5388

Control Technologies, Inc.
111 Zachary Rd.
Manchester, NH 03105
Phone: (603)626-6070
FAX: (603)626-0352

Re: HVAC Maintenance
Quote To: Adam Tasker (Company: Wolfeboro Town Hall)
FAX:

Date: 9/27/2016
Quote Number: 3640 2-5388
Quote From: Daryl Caron

Agreement For Mechanical & Controls Equipment Planned Maintenance Service

Submitted By: Control Technologies, Inc.
Daryl Caron

Telephone: (603)626-6070
FAX: (603)626-0352

Date: 9/27/2016



PM Quote: 3640 2-5388

Control Technologies, Inc.
111 Zachary Rd.
Manchester, NH 03109
Phone: (603) 626-0070
Fax: (603) 626-0372

SERVICE AGREEMENT:

Wolfeboro Town Hall
84 South Main Street
Wolfeboro, NH 03894

For Service at the following Location(s):

Wolfeboro Town Hall

Control Technologies agrees to provide the services described in the attached schedules and in accordance with the following terms and conditions:

Services Agreement and Schedules
Additional Services
List of Equipment
Task List

Mechanical & Control Service Agreement

Terms and Payment

This Service Agreement shall begin on the 1st day of _____, 2016, and shall continue for a period of 1 year, and from year to year thereafter until terminated. After the initial term, either party may terminate this agreement upon thirty days written notice prior to the anniversary date of the agreement.

The contract price shall be subject to adjustment yearly to recognize any changes in costs.

Control Technologies agrees to furnish the services as described in this agreement for the Total sum of:

OPTIONS:

- ☐ A. \$7624.00 Mechanical maintenance
- ☐ B. \$9325.00 Mechanical maintenance and annual DDC maintenance.

Invoices will be issued _____ as agreed. Payment will be made within 30 days of Invoice date.

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by CTI. This agreement supersedes all prior presentations and agreements not incorporated herein.

PLEASE CALL IF INCOMPLETE

NOTE: Quote is valid for 30 days unless otherwise noted.

Submitted By: Control Technologies, Inc.

Approved For: Control Technologies, Inc.

Accepted for: Wolfeboro Town Hall

By: _____

Representative Signature: Daryl Caron

Service Manager Signature: Ken Munsey

Customer Signature _____

Date: 9/27/2016

Date: 9/27/2016

Date _____
PO# _____

Control Technologies, Inc.
1 Zachary Rd.
Manchester, NH 03109
Phone: (603) 626-5370
FAX: (603) 626-0382

GENERAL CONDITIONS

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described in this agreement. Normal working hours (7:30 a.m. to 4:00 p.m.: Monday through Friday, excluding holidays) will apply to all services, unless otherwise stated, including major repairs performed under this agreement.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer shall provide reasonable means of access to all devices, which are to be maintained. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Control Technologies, Inc. shall be permitted to start and stop all primary equipment incidental to the operation of the mechanical system.
4. If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Control Technologies Inc., at its sole option, reserves the right to terminate or re-negotiate this agreement based on the condition of the system after the changes have been made.
5. This agreement may be terminated after its initial term on the anniversary of its effective date by either party by giving written notice a minimum of 30 days prior to the anniversary date.
6. Control Technologies, Inc. shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Control Technologies, Inc.' agents, employees or subcontractors.
7. Control Technologies, Inc. and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Control Technologies Inc. impractical: strikes, fires, war, late or non-delivery by suppliers of Control Technologies, Inc., and all other contingencies beyond the reasonable control of Control Technologies, Inc.. Under no circumstances shall Control Technologies, Inc. be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Control Technologies Inc.' liability, in warranty or contract, exceed the purchase price paid under this contract.
8. The Customer shall pay Control Technologies, Inc., in addition to the contract price, the amount of all present and future taxes or any other government charge now or after imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Control Technologies, Inc..
9. It is agreed that the customer shall assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes.
10. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
11. The customer is responsible for the indoor air quality of their facility.
12. In the event Control Technologies, Inc. is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Control Technologies, Inc.' control, the customer shall reimburse Control Technologies, Inc. for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
13. If equipment becomes non-repairable due to unavailability of replacement parts, Control Technologies, Inc., at its option, may remove the equipment from the contract and will not be required to maintain or service such equipment as a part of this agreement. However, Control Technologies, Inc. will assist the owner in replacing the equipment at prevailing service rates.
14. The customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as ductwork, boiler shell and tubes, boiler refractory, heat recovery wheels, heat exchangers, and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
15. Control Technologies, Inc. reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.



Control Technologies, Inc.
111 Zebra Rd.
Manchester, NH 03105
Phone: (603) 625-2070
FAX: (603) 625-0242

Control Technologies Inc. (CTI) will maintain the systems or equipment listed as follows:

1. SCHEDULED MAINTENANCE – INCLUDED

1. Specially trained technicians, and mechanics are available to conduct the necessary tasks to ensure that your equipment is properly maintained.
2. Each piece of covered equipment receives an inspection and thorough preventive maintenance routine as appropriate. In addition, periodic tests and adjustments are made to ensure efficient and reliable operation of other major components.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills; tools or instruments are required to keep equipment operating at peak level.
4. Maintenance intervals will be determined by our experience, manufacturers' recommendations, usage, location and run-time intervals unless otherwise noted.
5. A service report will be completed after each call and provided to you our partner. A duplicate record will be maintained at CTI to update the history of the work performed.
6. A listing of typical service procedures is given in the attachments, which follow.

2. REPAIR SERVICES

If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the following repair coverage has been elected.

A. Preferred Labor Rates & Materials: INCLUDED

The Customer will be advised of the defect. Subject to approval by an authorized agent of the customer, work will be performed on a preferred time and material basis.

B. Standard Labor: NOT INCLUDED

All of the necessary unscheduled emergency labor to restore, repair or replace the equipment on the list of maintained equipment during CTI normal working hours is included. Any material replacement will be invoiced on a preferred pricing basis.

C. Comprehensive Coverage: NOT INCLUDED

The labor and material components and parts necessary to restore covered equipment to normal operation are included. These replacements will be of like or current design to prevent system depreciation or obsolescence. All work will be performed during CTI normal working hours.

D. 24-Hour Coverage: INCLUDED

This coverage includes back-up emergency services for critical responses on a 7-day/week, 24-hour/day basis. Subject to approval by an authorized agent of the customer, work will be performed on our overtime preferred time and material basis.

Control Technologies, Inc.
1 Zachary Rd.
Milton, MA 02106
Phone: (617) 552-0070
FAX: (617) 552-0052

ADDITIONAL SERVICES
BUILDING AUTOMATION SYSTEM SUPPORT SERVICES

Remote Diagnostics

Remote access enhances CTI ability to respond to partner requests for troubleshooting and remote diagnostics. This service affords CTI engineers and technicians the ability to be on-line with your system within minutes of problem notification. By providing quick response, disruptions will be kept to an absolute minimum. Customer is responsible to maintain external access.

Included in Agreement Pricing

Software Application Support

Software application support entails CTI and technicians providing recommendations for the existing system application in order to ensure optimal performance. These recommendations are targeted towards added Technologies savings, more efficient operation, and further enhanced management capabilities.

Included in Agreement Pricing

Software Upgrades

CTI shall provide the owner software upgrades as released by CTI within the twelve-month period covered by the specified agreement. This will enable the owner to take advantage of new system technologies and enhancements to keep the system current with new capabilities. Past software upgrades have required host computer hardware upgrades. If a hardware or firmware upgrade is required, the owner will be responsible for these associated costs.

To Be Quoted Separately

Preventative Maintenance

Control Technologies Inc. will inspect Automation and Mechanical Systems to verify and ensure that they are operating properly as detailed by Attachment A and B.

Included in Agreement Pricing



Control Technologies, Inc.
111 Zachary Rd.
Manchester, NH 03105
Phone: (603) 424-5070
Fax: (603) 424-0342

Attachment A

Maintenance will be performed on all equipment mentioned to calibrate and tune each device to confirm compliance to ventilation and temperature specifications. Includes labor required for routine maintenance, which will be performed throughout the year so that each piece of equipment is checked once each year. The listed equipments external direct digital controls will be checked for proper calibration and function. All associated relays and actuators will be checked annually. The physical equipment being controlled and its own internal controls will not be covered such as rooftop unit internal safeties, contactors, & blower motors. Software backup's will be made once each year and be stored on-site and a copy stored at Control Technologies Inc.

Hot Water Boilers

Hot Water Pumps

Chilled Water System

Chilled Water Pumps

Fan Coil Units 1 through 14

Zones of Fintube

Cabinet Unit Heaters

Building Exhaust Fans

ERV Integration

Chiller Integration

List of Controllers

(1) EC-BOS-3AX

(17) ECB-103

(1) ECB-300

(1) ECB-400

Attachment B

Wolfeboro Town Hall
Wolfeboro, NH

Mechanical Maintenance Coverage

- Annual maintenance of the boilers, chiller, pumps, and CUH's (Includes condenser coil cleaning)
- Semi-annual maintenance of the ERV and FCU's

Includes air-filters and belts

List of Maintained Equipment under Mechanical Agreement

I.D.	EQUIPMENT	MANUFACTURER	FILTERS	BELT	LOCATION
B1, B2	Hot water boilers, oil fired	Buderus Mn Logano G215 Burner: Riello ser. 40F10	2- Garber spin-on Ea. 1.75x45*B		Boiler room
P1, P2	Hot water pumps	Bell & Gossett ser. 60 Mn 614S 1HP			Boiler room
P4, P5	Hot water pumps, inline	Bell & Gossett 2AAC Ser. E-90 3HP			Boiler room
CHW 1,2	Chilled water pumps, inline	Bell & Gossett 2AAC Ser. E-90 3HP			Boiler room
CH1	Air-cooled chiller	Daiken Mn AGZ040EMTNM Sn STNU150300075			Outdoor, on ground
ERV1	Energy recovery unit	Green Heck Mn ERCH-20-15H	4-20x20x2 PL	1-A41 1-A43	Attic above meeting room.
FCU 1 thru 2	Fan coil units	Daiken Mn FCHH	Various	D.D	Various locations on floor & above ceilings
CUH 1 thru 7	Cabinet unit heaters	Daiken Mn FCVS	Washable	D.D.	Entry hallways



58570

Crew: Alan S.
Call Taker: Krysten Stewart
Source: Repeat Customer
Order Date: 10/13/2016

Terms: Upon Receipt

Estimate

No. 740

Window Works Home Services LLC

10 Stonehenge Road
Wolfeboro, NH 03894
603-569-6977 Office
www.WindowWorksHomeServices.com
Roy@WindowWorksHomeServices.com



Presented To:
Wolfeboro Town Hall
9 Union Street
PO Box 629
Wolfeboro, NH 03894

Date of Est.	Time	Description of Service	Est. Amount
Oct 5, 2016	N/A	Window Cleaning: outside only: 1st floor: first time cleaning spring 2017	\$950.00

Total \$950.00

Thank you for allowing us the opportunity to present our service to you!

Estimate

No. 739

Window Works Home Services LLC

10 Stonehenge Road

Wolfeboro, NH 03894

603-569-6977 Office

www.WindowWorksHomeServices.com

Roy@WindowWorksHomeServices.com



Presented To:

Wolfeboro Town Hall

9 Union Street

PO Box 629

Wolfeboro, NH 03894

Date of Est.	Time	Description of Service	Est. Amount
Oct 3, 2016	N/A	Window Cleaning: outside only: 2nd story: first time cleaning for spring 2017	\$875.00

Total \$875.00

Thank you for allowing us the opportunity to present our service to you!

Knight Security Alarm Co., Inc.

P.O. Box 703

Wolfeboro, NH 03894

603-569-8230

Estimate

Date	Quote #
10/12/2016	10102

Name / Address

WOLFEBORO TOWN HALL
FIRE ALARM SYSTEM
84 SOUTH MAIN STREET
WOLFEBORO, NH 03894

Prepared By

Project

Consultant

fire alarm inspe

STU SHANNON

Quantity	Item	Description	Unit Price	Total Price
1	Fire Inspection	Fire Inspection per NFPA 72. National Fire Alarm Code	\$920.00	\$920.00
1	Additional Services	Special additional services and or equipment. To be billed and approved seperatly		
Total				\$920.00

Customer Signature _____ Date _____

Usage -etails - 1-4221.000

Tran.	Read Date	Read Code	Meter	Face	Reading	MULT	Usage	Rate	Class	Charges
*NEW	11/01/2016	Actual	9856	1	3395	40	9,360	2	8	\$.00
READ	09/29/2016	Actual	9856	1	3161	40	10,640	2	8	\$1,361.92
READ	08/30/2016	Actual	9856	1	2895	40	11,080	2	8	\$1,418.24
READ	08/01/2016	Actual	9856	1	2618	40	11,600	2	8	\$1,484.80
READ	06/29/2016	Actual	9856	1	2328	40	10,120	2	8	\$1,295.36
READ	05/31/2016	Actual	9856	1	2075	40	9,880	2	8	\$1,264.64
READ	04/29/2016	Actual	9856	1	1828	40	8,280	2	8	\$1,059.84
READ	04/01/2016	Actual	9856	1	1621	40	10,240	2	8	\$1,310.72
READ	02/26/2016	Actual	9856	1	1365	40	8,440	2	8	\$1,080.32
READ	01/28/2016	Actual	9856	1	1154	80	17,360	2	8	\$2,222.08
READ	12/30/2015	Actual	9856	1	937	80	16,400	2	8	\$2,099.20
READ	11/30/2015	Actual	9856	1	732	80	18,720	2	8	\$2,396.16
READ	10/28/2015	Actual	9856	1	498	80	18,720	2	8	\$2,396.16
SETR	09/28/2015	Actual	9856	1	264	80	0	2	8	\$.00
FINL	08/04/2014	Estimate	7958	0	20105	80	0	2	8	\$.00
READ	08/04/2014	Actual	7958	0	20105	80	4,240	2	8	\$542.72
READ	06/26/2014	Actual	7958	0	20052	80	2,720	2	8	\$348.16
READ	05/30/2014	Actual	7958	0	20018	80	4,560	2	8	\$583.68
READ	04/29/2014	Actual	7958	0	19961	80	8,640	2	8	\$1,105.92
READ	03/31/2014	Actual	7958	0	19853	80	17,920	2	8	\$2,293.76
READ	02/27/2014	Actual	7958	0	19629	80	16,640	2	8	\$2,129.92
READ	01/29/2014	Actual	7958	0	19421	80	16,800	2	8	\$2,150.40
READ	01/02/2014	Actual	7958	0	19211	80	16,640	2	8	\$2,129.92
READ	12/02/2013	Actual	7958	0	19003	80	12,080	2	8	\$1,919.52
READ	10/29/2013	Actual	7958	0	18852	80	3,680	2	8	\$584.76
READ	10/01/2013	Actual	7958	0	18806	80	3,120	2	8	\$495.76
READ	08/29/2013	Actual	7958	0	18767	80	3,600	2	8	\$572.04
READ	07/31/2013	Actual	7958	0	18722	80	4,000	2	8	\$635.60
READ	06/28/2013	Actual	7958	0	18672	80	2,800	2	8	\$444.92
READ	05/30/2013	Actual	7958	0	18637	80	3,520	2	8	\$559.32
READ	04/29/2013	Actual	7958	0	18593	80	9,280	2	8	\$1,474.60
READ	03/28/2013	Actual	7958	0	18477	80	13,360	2	8	\$2,122.90
READ	02/26/2013	Actual	7958	0	18310	80	16,240	2	8	\$2,580.54
READ	01/28/2013	Actual	7958	0	18107	80	15,280	2	8	\$2,428.00
READ	12/31/2012	Actual	7958	0	17916	80	13,680	2	8	\$2,173.76

Budget Overview

Department : Cemeteries

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages		\$1,253
2. Aggregate Change in Benefits		(\$8)
3. Electricity (410)		\$0
Net Change in Recurring Items		\$1,245
Total Net Change Identified		\$1,245
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$1,245
Percent Change - Increase (Decrease)		14.79%

2016 Budget

2017 Budget Request

Budget Statistics

Budget Statistics (Requested)

Number of Full Time Employees	0		Number of Full Time Employees	0	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	4		Number of Part Time Employees	4	
Salaries	\$7,208	85.62%	Salaries	\$8,461	87.55%
Benefits	\$891	10.58%	Benefits	\$883	9.14%
Professional Services	\$0	0.00%	Professional Services	\$0	0.00%
Property Services	\$120	1.43%	Property Services	\$120	1.24%
Other Services	\$0	0.00%	Other Services	\$0	0.00%
Supplies	\$200	2.38%	Supplies	\$200	2.07%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$0	0.00%	Other Charges	\$0	0.00%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$8,419	100%	Total	\$9,664	100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Cemeteries

01-41950-117 PART TIME WAGES

8,028.00 5,362.00 7,208.00 2,728.00 8,388.00 8,388.00 8,461.00 1,253.00 17.38%

2 Cemetery Workers:

2 workers x 8 hours / week x 18 weeks x \$12.25 hour = \$3,528

(These same 2 Workers spend 32 hours per week doing general Parks Maintenance out of Maintenance Budget)

2 Part Time Workers:

2 workers x 12 hours / week x 18 weeks x \$11.25 hour = \$4,860

Total = \$ 8,388.00

**BOS

1 x 8 x 14.69* x 18 wks. = 2,115

2 x 12 x 14.69 x 18 wks. = 6,346

Total 8,461

01-41950-140 OVERTIME

0.00 31.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00%

100 Series Total

8,028.00 5,393.00 7,208.00 2,728.00 8,388.00 8,388.00 8,461.00 1,253.00 17.38%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41950-220 SOCIAL SECURITY									
	614.00	334.00	551.00	169.11	642.00	642.00	647.00	96.00	17.42%
8388 x .0765 = 641.68									
** BOS									
8,461 x .0765 = 647.27									
01-41950-250 UNEMPLOYMENT									
	58.00	38.00	37.00	0.00	29.00	29.00	29.00	-8.00	-21.62%
8388 x .0034 = 28.52									
**BOS									
8,461 x .0034 = 28.77									
01-41950-260 WORKERS COMPENSATION									
	307.00	292.00	303.00	267.28	206.00	206.00	207.00	-96.00	-31.68%
8388 x .0245 = 2053.51									
**BOS									
8,461 x .0245 = 207.29									
200 Series Total									
	979.00	664.00	891.00	436.39	877.00	877.00	883.00	-8.00	-0.90%

PROPOSED 2017 BUDGET
Town of Jifeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
ELECTRICITY									
01-41950-410									
\$ 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
*** Expense transferred to Water Department account.									
01-41950-412 WATER									
120.00	380.00	120.00	380.00	120.00	120.00	120.00	0.00	0.00	0.00%
2 Quarters x \$60									
400 Series Total									
120.00	380.00	120.00	380.00	120.00	120.00	120.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41950-650 GROUNDKEEPING SUPPLIES									
200.00	0.00	200.00	0.00	200.00	200.00	200.00		0.00	0.00%
Tools, Trimmer Line									
600 Series Total	200.00	200.00	0.00	200.00	200.00	200.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Colfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Cemeteries Total

9,327.00	6,437.00	8,419.00	3,544.39	9,585.00	9,585.00	9,664.00	0.00	1,245.00	14.79%
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Town of Wolfeboro
 2017 Proposed Budget
 Reinstatement/Addition List

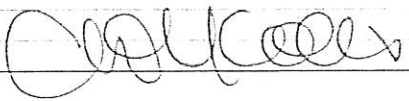
Department: Parks and Recreation

Account #	Account Name	Item/Service	
Agency: Parks			
15890-117	PT Summer Seasonal Worker		
	Wages \$16/hr x 32 hrs/week x 20 weeks		\$20,480.00
	Social Security		\$1,566.72
	Unemployment Comp		\$69.63
	Workers Comp		\$501.76
11950-117	PT Cemetery		
	Wages \$16/hr x 8 hrs/week x 18 weeks		\$9,216.00
	Social Security		\$705.02
	Unemployment Comp		\$31.33
	Workers Comp		\$225.79
TOTAL			\$32,796.26

Increasing the rate of pay for part time employees to a more competitive rate.

15890-117	PT Summer Seasonal Worker		
	Wages \$12.25/hr x 32 hrs/week x 20 weeks		\$15,680.00
	Social Security		\$1,199.52
	Unemployment Comp		\$53.31
	Workers Comp		\$384.16
11950-117	PT Cemetery		
	Wages \$12.25/hr x 8 hrs/week x 18 weeks		\$7,056
	Social Security		\$539.78
	Unemployment Comp		23.9904
	Workers Comp		172.872
			\$25,109.64
Total Increase from last year:		\$7,682.62	

Items that you wish to be considered for addition or reinstatement to the 2017 budget after
 review must be listed on this form. PRIORITIZED IN THE RIGHT HAND COLUMN.
 A copy of this form must be attached to submissions to the Town Manager, as well as the Board
 of Selectmen

Signed Department Head:  Date: 9/13/17

Budget Overview

Department : Planning Department

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	(\$10,694)	
2. Aggregate Change in Benefits	(\$18,861)	
3. Dues and Subscriptions (560)	\$94	
Net Change in Recurring Items		(\$29,461)
Total Net Change Identified		(\$29,461)
Not Identified:		\$0
Total Net Change B2017 vs. B2016		(\$29,461)
Percent Change - Increase (Decrease)		-17.69%

2016 Budget

2017 Budget Request

Budget Statistics

Number of Full Time Employees	1
Number of Shared Employees	0.4
Number of Part Time Employees	1

Salaries	\$93,076	55.90%
Benefits	\$55,734	33.47%
Professional Services	\$3,770	2.26%
Property Services	\$0	0.00%
Other Services	\$9,875	5.93%
Supplies	\$1,350	0.81%
Capital Outlay	\$0	0.00%
Other Charges	\$2,700	1.62%
Financial Uses	\$0	0.00%

Total \$166,505 100%

Budget Statistics (Requested)

Number of Full Time Employees	1
Number of Shared Employees	0.4
Number of Part Time Employees	1

Salaries	\$82,382	60.11%
Benefits	\$36,873	26.91%
Professional Services	\$3,770	2.75%
Property Services	\$0	0.00%
Other Services	\$9,969	7.27%
Supplies	\$1,350	0.99%
Capital Outlay	\$0	0.00%
Other Charges	\$2,700	1.97%
Financial Uses	\$0	0.00%

Total \$137,044 100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Planning Department

01-41911-112 CLERICAL SALARIES

12,581.00	13,366.00	13,042.00	11,491.87	13,114.00	13,114.00	13,114.00		72.00	0.55%
17.18 x 2.8 x 55 =	2,645.72								
17.18 x 2.8 x 205 =	9,861.32								
Ins. Diff. 25.34 x 52 x 40% =	527.07								
LOSS (200 x 40%) =	80.00								
(40% of the salary)	13,114.11								

01-41911-113 SUPERVISORY SALARIES

77,941.00	78,312.00	80,034.00	84,538.00	69,268.00	80,226.00	69,268.00		-10,766.00	-13.45%
44.08 x 35 x 13 = 20,056.40									
44.08 x 35 x 39 = 60,169.20									
Total 80,225.60									

** BOS Change to new Planner and 1.5% Increase
37,637.3 x 35 x 13 - 17,124.97
38.20 x 35 x 39 = 52,143.00
69,267.97

100 Series Total

90,522.00	91,678.00	93,076.00	96,029.87	82,382.00	93,340.00	82,382.00	0.00	-10,694.00	-11.49%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						
GROUP HEALTH INSURANCE									
01-41911-210									
	33,874.00	33,877.00	35,034.00	37,643.00	37,643.00	19,360.00		-15,674.00	-44.74%
1 Family Green =		29,039.00							
1 2 person Green @ 21,511 x 40% =		<u>8,604.40</u>							
		37,643.40							
**BOS									
1 1 person Green =		10,756							
1 2 person Green @ 21,511 x 40% =		<u>8,604.40</u>							
		19,360.40							
GROUP LIFE INSURANCE									
01-41911-215									
	158.00	139.00	151.00	158.00	158.00	158.00		7.00	4.64%
1 x 113 = 113									
113 x 40% = 45.20									
Total	158.20								
DISABILITY									
01-41911-218									
	972.00	603.00	1,013.00	1,009.00	1,009.00	896.00		-117.00	-11.55%
1783.33 x 66.67%/10 x .48 x 12 = 684.83			530.63						
92,733/100 x .35 =		324.57							
Total		1,009.40							
**BOS									
1584.27 x 66.67%/10 x .48 x 12 = 608.39									
82,282/100 x .35 =		287.99							
Total		896.38							
GROUP DENTAL INSURANCE									
01-41911-219									
	1,726.00	1,383.00	1,695.00	1,553.00	1,553.00	595.00		-1,100.00	-64.90%
Family Dental		1,383.00							
1 1 person @ 425 x 40% =		<u>170.00</u>							
		1553.00							
**BOS									
1 1 person =		425.00							
1 1 person @ 425 x 40% =		<u>170.00</u>							
		595.00							

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
SOCIAL SECURITY									
01-41911-220	6,925.00	7,120.00	6,460.84	7,141.00	7,141.00	6,302.00		-818.00	-11.49%
93,340 X .0765 = 7,140.51									
**BOS									
82,382 x .0765 = 6,302.22									
RETIREMENT									
01-41911-230	9,930.00	10,397.00	10,305.38	10,524.00	10,524.00	9,289.00		-1,108.00	-10.66%
93,340 X .11275 = 10,524.01									
**BOS									
82,382 x .11275 = 9,288.57									
UNEMPLOYMENT COMP									
01-41911-250	189.00	123.00	138.00	92.00	92.00	92.00		-46.00	-33.33%
14,000 x .0034 = 47.60									
13,114 x .0034 = 44.59									
92.19									
WORKERS COMPENSATION									
01-41911-260	154.00	145.00	186.00	205.00	205.00	181.00		-5.00	-2.69%
93,340 X .0022 = 205.35									
**BOS									
82,382 x .0022 = 181.24									
200 Series Total									
	53,928.00	53,271.00	55,734.00	48,051.01	58,325.00	36,873.00	0.00	-18,861.00	-33.84%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
CONSULTANTS									
01-41911-311	2,000.00	142.00	2,000.00	2,000.00	2,000.00	2,000.00		0.00	0.00%
Detail Column 5									
Engineering/Planning Assistance									
Tech Support to address items such as autocad,									
calc protest,petitions and preliminary zoning,maps or diagrams.									
TELEPHONE									
01-41911-341	1,770.00	1,774.00	1,770.00	1,770.00	1,770.00	1,770.00		0.00	0.00%
Detail Column 5									
569-8153 \$ 27.00 X 12 = \$ 324.00									
569-8163 PT Secretary Desk \$ 27.00 X 12 = \$ 324.00									
569-8164 Conservation Commission Room = \$ 24.50 X 12 = \$ 294.00									
Planning Director Cell Phone Stipend \$ 360.00									
Long Distance = \$ 468.00									
Total: \$1,770.00									
OUTSIDE SERVICES									
01-41911-380	0.00	40.00	0.00	0.00	0.00	0.00		0.00	0.00%
300 Series Total									
	3,770.00	1,956.00	3,770.00	3,770.00	3,770.00	3,770.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
As of DECEMBER As of AUGUST 20 As of OCTOBER 2									
01-41911-550 PRINTING									
400.00	339.00	400.00	154.38	400.00	400.00	400.00		0.00	0.00%
Detail Column 5									
Estimated Printing, Letterhead, Envelopes, Etc									
01-41911-560 DUES & SUBSCRIPTIONS									
9,286.00	9,472.00	9,475.00	9,262.00	9,569.00	9,569.00	9,569.00		94.00	0.99%
Anticipation of increase of LRPC dues									
LRPC	9,291								
American Planning Assoc.	228								
NHPA	50								
	9,569								
500 Series Total									
9,686.00	9,811.00	9,875.00	9,416.38	9,969.00	9,969.00	9,969.00	0.00	94.00	0.95%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41911-620 OFFICE SUPPLIES									
700.00	584.00	700.00	570.77	700.00	700.00	700.00		0.00	0.00%
Detail Column 5									
General Expendable Supplies									
01-41911-625 POSTAGE									
450.00	760.00	450.00	153.73	450.00	450.00	450.00		0.00	0.00%
Detail Column 5									
Estimated Usage									
01-41911-670 BOOKS & PERIODICALS									
200.00	189.00	200.00	171.00	200.00	200.00	200.00		0.00	0.00%
Detail Column 5									
Anderson American Zoning 21x 9 = 189. Various Planning Books, Etc									
600 Series Total									
1,350.00	1,533.00	1,350.00	895.50	1,350.00	1,350.00	1,350.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 INCREASE/ DECREASE \$	10 INCREASE/ DECREASE %
TRAVEL & MEETINGS									
01-41911-810	1,500.00	1,500.00	1,507.97	1,500.00	1,500.00	1,500.00		0.00	0.00%
Detail Column 5									
Meals, Mileage & Tolls									
PROFESSIONAL DEVELOPMENT									
01-41911-820	1,200.00	910.00	890.00	1,200.00	1,200.00	1,200.00		0.00	0.00%
Detail Column 5									
Seminars, Etc.									
American Planners Association Conference									
NH Planners Association Conference									
NECAPA Conference									
800 Series Total									
	2,700.00	2,862.00	2,397.97	2,700.00	2,700.00	2,700.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Planning Department Total

161,956.00	161,111.00	166,505.00	159,166.76	158,496.00	169,454.00	137,044.00	0.00	-29,461.00	-17.69%
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Budget Overview

Department : Planning Board

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$209	
2. Aggregate Change in Benefits	(\$1)	
3. Outside Svcs (380)	\$10,000	
Net Change in Recurring Items		\$10,208
Total Net Change Identified		\$10,208
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$10,208
Percent Change - Increase (Decrease)		32.67%

2016 Budget

2017 Budget Request

Budget Statistics

Budget Statistics (Requested)

Number of Full Time Employees	0		Number of Full Time Employees	0	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	1		Number of Part Time Employees	1	
Salaries	\$12,195	39.03%	Salaries	\$12,404	29.92%
Benefits	\$1,019	3.26%	Benefits	\$1,018	2.46%
Professional Services	\$15,180	48.59%	Professional Services	\$25,180	60.74%
Property Services	\$0	0.00%	Property Services	\$0	0.00%
Other Services	\$2,050	6.56%	Other Services	\$2,050	4.95%
Supplies	\$550	1.76%	Supplies	\$550	1.33%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$250	0.80%	Other Charges	\$250	0.60%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$31,244	100%	Total	\$41,452	100%

Town of Jifeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Planning Board

01-41305-112

CLERICAL SERVICES

11,900.00	10,538.00	12,195.00	11,194.70	12,266.00	12,266.00	12,404.00	209.00		1.71%
17.65 X 55 hours X 3 months = 2,912.25									
17.65 X 55 hours X 9 months = 8,736.75									
Total	11,649.00								
Capital Improvement Committee									
15.43 x 4 hours x 10 meetings = 617.20									
Total \$12,266.20									

**BOS 1.5% Increase

17.65 X 55 hours X 3 months = 2,912.25	
17.91 X 55 hours X 9 months = 8,865.45	
Total	11,777.70
Capital Improvement Committee	
15.66 x 4 hours x 10 meetings = 626.40	
Total \$12,404.10	

100 Series Total

11,900.00	10,538.00	12,195.00	11,194.70	12,266.00	12,266.00	12,404.00	0.00	209.00	1.71%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
SOCIAL SECURITY									
01-41305-220	806.00	933.00	840.48	938.00	938.00	949.00		16.00	1.71%
12,266 x .0765 = 938.35									
**BOS									
12,404 x .0765 = 948.91									
01-41305-250	86.00	62.00	0.00	42.00	42.00	42.00		-20.00	-32.26%
12,266 x .0034 = 41.70									
**BOS									
12,404 x .0034 = 42.17									
01-41305-260	20.00	24.00	21.17	27.00	27.00	27.00		3.00	12.50%
12,266 x .0022 = 26.99									
**BOS									
12,404 x .0022 = 27.29									
200 Series Total	881.00	1,019.00	861.65	1,007.00	1,007.00	1,018.00	0.00	-1.00	-0.10%
	1,016.00								

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41305-320 LEGAL									
5,000.00	2,467.00	5,000.00	3,026.30	5,000.00	5,000.00	5,000.00		0.00	0.00%
Detail Column 5									
Estimated Legal Costs									
01-41305-341 TELEPHONE									
180.00	180.00	180.00	135.00	180.00	180.00	180.00		0.00	0.00%
Detail Column 5									
Cell Phone Stipend 15 x 12 = 180									
01-41305-380 OUTSIDE SERVICES									
0.00	0.00	10,000.00	0.00	40,000.00	40,000.00	20,000.00		10,000.00	100.00%
2017 Consultant for Master Plan Update									
Note: Board reduced this line item by (\$20,0000) to allow for 50% of Master Plan Update being completed in 2017 with the remainder in 2018. New total is \$ 20,000.00.									
300 Series Total									
5,180.00	2,647.00	15,180.00	3,161.30	45,180.00	45,180.00	25,180.00	0.00	10,000.00	65.83%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
PRINTING									
01-41305-550	250.00	304.00	250.00	20.00	250.00	250.00		0.00	0.00%
Detail Column 5									
Letterhead, Envelopes, Etc									
ADVERTISING									
01-41305-562	1,800.00	1,243.00	1,800.00	1,800.00	1,800.00	1,800.00		0.00	0.00%
Detail Column 5									
Planning Board & TRC Agenda's Reimbursed by the applicant.									
500 Series Total	2,050.00	1,547.00	2,050.00	1,032.70	2,050.00	2,050.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41305-620 OFFICE SUPPLIES									
500.00	530.00	500.00	203.39	500.00	500.00	500.00		0.00	0.00%
Detail Column 5									
General Expendable Office Supplies									
01-41305-670 PUBLICATIONS									
0.00	48.00	50.00	0.00	50.00	50.00	50.00		0.00	0.00%
600 Series Total									
500.00	578.00	550.00	203.39	550.00	550.00	550.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
TRAVEL&MILEAGE									
01-41305-810	100.00	73.00	100.00	70.74	100.00	100.00		0.00	0.00%
Detail Column 5									
Meetings, Tolls & Mileage									
PROFESSIONAL DEVELOPMNT									
01-41305-820	150.00	190.00	150.00	0.00	150.00	150.00		0.00	0.00%
Detail Column 5									
Estimated Usage									
800 Series Total	250.00	263.00	250.00	70.74	250.00	250.00	0.00	0.00	0.00%

Town of Jefferson

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Planning Board Total

20,896.00	16,454.00	31,244.00	16,524.48	61,303.00	61,303.00	41,452.00	0.00	10,208.00	32.67%
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Budget Overview

Department : Zoning Board

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$131	
2. Aggregate Change in Benefits	(\$1)	
3. Legal (320)	\$2,500	
Net Change in Recurring Items		\$2,630
Total Net Change Identified		\$2,630
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$2,630
Percent Change - Increase (Decrease)		19.00%

2016 Budget \$

2015 Budget Request

Budget Statistics			Budget Statistics (Requested)		
Number of Full Time Employees	0		Number of Full Time Employees	0	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	1		Number of Part Time Employees	1	
Salaries	\$7,578	54.75%	Salaries	\$7,709	46.80%
Benefits	\$634	4.58%	Benefits	\$633	3.84%
Professional Services	\$3,180	22.97%	Professional Services	\$5,680	34.48%
Property Services	\$0	0.00%	Property Services	\$0	0.00%
Other Services	\$1,700	12.28%	Other Services	\$1,700	10.32%
Supplies	\$600	4.33%	Supplies	\$600	3.64%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$150	1.08%	Other Charges	\$150	0.91%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$13,842	100%	Total	\$16,472	100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Zoning Board

01-41304-112

CLERICAL SALARIES

7,385.00	4,620.00	7,578.00	5,851.27	7,625.00	7,625.00	7,709.00		131.00	1.73%
17.65 X 36 hours X 3 months = 1,906.2									
17.65 X 36 hours X 9 months = 5,718.60									
New Total 7,624.80									
**BOS 1.5% Increase									
17.65 X 36 hours X 3 months = 1,906.2									
17.91 X 36 hours X 9 months = 5,802.84									
New Total 7,709.04									

100 Series Total

7,385.00	4,620.00	7,578.00	5,851.27	7,625.00	7,625.00	7,709.00	0.00	131.00	1.73%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
SOCIAL SECURITY									
01-41304-220	565.00	580.00	447.64	583.00	583.00	590.00		10.00	1.72%
7625 x .0765 = 583.31									
**BOS									
7,709 x .0765 = 589.74									
01-41304-250	53.00	39.00	0.00	25.00	25.00	26.00		-13.00	-33.33%
7625 x .0034 = 24.91									
**BOS									
7,709 x .0034 = 26.21									
01-41304-260	13.00	15.00	13.23	17.00	17.00	17.00		2.00	13.33%
7625 x .0022 = 16.78									
*BOS 7,709 x .0022 = 16.96									
200 Series Total									
	631.00	634.00	460.87	625.00	625.00	633.00	0.00	-1.00	-0.16%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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01-41304-320

LEGAL

3,000.00

2,280.00

3,000.00

4,539.04

3,000.00

3,000.00

5,500.00

2,500.00

83.33%

Detail Column 5

Estimated Legal Costs

Note: Board of Selectmen increased this line item by \$ 2,500 due to anticipated need in re Families In Transition case.
New total is \$ 5,500.00.

01-41304-341

TELEPHONE

180.00

180.00

180.00

135.00

180.00

180.00

180.00

0.00

0.00%

Detail Column 5

Cell Phone Stipend \$15 x 12 months = 180

300 Series Total

3,180.00

2,460.00

3,180.00

4,674.04

3,180.00

3,180.00

5,680.00

0.00

2,500.00

78.62%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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01-41304-562

ADVERTISING

1,700.00	752.00	1,700.00	1,728.10	1,700.00	1,700.00	1,700.00		0.00	0.00%
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Detail Column 5

12 Meetings Advertised

500 Series Total

1,700.00	752.00	1,700.00	1,728.10	1,700.00	1,700.00	1,700.00	0.00	0.00	0.00%
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1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41304-620 OFFICE SUPPLIES									
150.00	60.00	150.00	34.85	150.00	150.00	150.00		0.00	0.00%
Detail Column 5									
Expendable Office Supplies									
01-41304-625 POSTAGE									
400.00	344.00	400.00	380.88	400.00	400.00	400.00		0.00	0.00%
Detail Column 5									
01-41304-670 PUBLICATIONS									
50.00	48.00	50.00	0.00	50.00	50.00	50.00		0.00	0.00%
Detail Column 5									
Zoning Publications									
600 Series Total	600.00	452.00	415.73	600.00	600.00	600.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL & MEETINGS									
01-41304-810	50.00	140.00	50.00	20.00	50.00	50.00		0.00	0.00%
Detail Column 5									
Travel & Meetings									
PROFESSIONAL DEVELOPMET									
01-41304-820	100.00	120.00	100.00	0.00	100.00	100.00		0.00	0.00%
Detail Column 5									
Professional Development									
800 Series Total	150.00	260.00	150.00	20.00	150.00	150.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Lebanon

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Zoning Board Total

13,646.00	8,943.00	13,842.00	13,150.01	13,880.00	13,880.00	16,472.00	0.00	2,630.00	19.00%
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Budget Overview

Department : Town Manager

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
5.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	(\$5,173)	
2. Aggregate Change in Benefits	(\$6,737)	
3. Consultants (311)	\$7,166	
4. Printing (550)	\$25	
Net Change in Recurring Items		(\$4,719)
Total Net Change Identified		(\$4,719)
Not Identified:		\$0
Total Net Change B2017 vs. B2016		(\$4,719)
Percent Change - Increase (Decrease)		-1.92%

2016 Budget

2017 Budget Request

Budget Statistics

Budget Statistics (Requested)

Number of Full Time Employees	2		Number of Full Time Employees	2	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	0		Number of Part Time Employees	0	
Salaries	\$159,072	64.82%	Salaries	\$153,899	63.95%
Benefits	\$77,957	31.77%	Benefits	\$71,220	29.59%
Professional Services	\$1,334	0.54%	Professional Services	\$8,500	3.53%
Property Services	\$50	0.02%	Property Services	\$50	0.02%
Other Services	\$1,275	0.52%	Other Services	\$1,300	0.54%
Supplies	\$600	0.24%	Supplies	\$600	0.25%
Capital Outlay	\$0	0.00%	Capital Outlay	\$0	0.00%
Other Charges	\$5,100	2.08%	Other Charges	\$5,100	2.12%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	245,388	100%	Total	\$240,669	100%

Town of Jifeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Town Manager

01-41302-112

CLERICAL SALARIES

45,900.00	46,117.00	47,092.00	37,364.32	47,379.00	47,379.00	47,911.00	819.00		1.74%
25.84 x 35 hrs. x 13 wks. =	11,757.20								
25.84 x 35 hrs. x 39 wks. =	35,271.60								
L.O.S.S.	350.00								
Total	47,378.80								

**BOS 1.5% Increase

25.84 x 35 hrs. x 13 wks. =	11,757.20
26.23 x 35 hrs. x 39 wks. =	35,803.95
L.O.S.S.	350.00
Total	47,911.15

01-41302-113

SUPERVISORY SALARIES

101,474.00	101,958.00	111,980.00	82,337.36	104,814.00	104,814.00	105,988.00	-5,992.00		-5.35%
57.48 x 35 hrs. x 13 wks. =	26,153.40								
57.48 x 35 hrs. x 39 wks. =	78,460.20								
L.O.S.S.	200.00								
Total	104,813.60								

Note: Reduction in budgeted salary from 2016 of \$ 7,176 due to adjustment for prior town manager search funding.

**BOS 1.5% Increase

57.48 x 35 hrs. x 13 wks. =	26,153.40
58.34 x 35 hrs. x 39 wks. =	79,634.10
L.O.S.S.	200.00
Total	105,987.50

100 Series Total

147,374.00	148,075.00	159,072.00	119,701.68	152,193.00	152,193.00	153,899.00	0.00	-5,173.00	-3.25%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE/ DECREASE
As of DECEMBER									
As of AUGUST 20									
As of OCTOBER 2									
HEALTH INSURANCE									
01-41302-210									
38,719.00	37,855.00	43,821.00	31,308.41	37,871.00	37,871.00	37,871.00		-5,950.00	-13.58%
1 2 person Green = 21,511									
2 School Care 65+ 467x12 = 5,604									
1 1 person Green = 10,756									
Total 37,871									
LIFE INSURANCE									
01-41302-215									
339.00	324.00	324.00	270.00	339.00	339.00	339.00		15.00	4.63%
Town Manager 226									
Secretary 113									
Total 339									
DISABILITY									
01-41302-218									
1,599.00	918.00	1,647.00	831.75	1,651.00	1,651.00	1,675.00		28.00	1.70%
Short Term									
2916.21 x 66.67%/10 x .48 x 12 = 1119.88									
Long Term									
151,643/100 x .35 = 530.75									
Total 1,650.63									
**BOS									
Short Term									
2959.60 x 66.67%/10 x .48 x 12 = 1136.54									
Long Term									
153,899/100 x .35 = 538.65									
Total 1,675.19									
DENTAL INSURANCE									
01-41302-219									
1,276.00	1,276.00	1,255.00	1,048.10	1,276.00	1,276.00	1,276.00		21.00	1.67%
1 2 Person Policy = 851									
1 1 Person Policy = 425									
Total 1,276									
SOCIAL SECURITY									
01-41302-220									
11,274.00	11,132.00	12,169.00	8,448.60	11,643.00	11,643.00	11,773.00		-396.00	-3.25%

	1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 INCREASE/ DECREASE \$	10 INCREASE/ DECREASE %
152,193 x .0765 = 11,642.76										
**BOS										
153,899 x .0765 = 11,773.27										
01-41302-230										
16,667.00	16,667.00	16,967.00	18,280.00	13,813.00	17,660.00	17,660.00	17,852.00		-428.00	-2.34%
ICMA 104,814 x .11275 =		11,817.78								
NHRS 47,379 x .11275 =		5,341.98								
ICMA Plan Fee 125 x 4 =		<u>500.00</u>								
		17,659.76								
**BOS										
ICMA 105,988 x .11275 =		11,950.15								
NHRS 47,911 x .11275 =		5,401.97								
ICMA Plan Fee 125 x 4 =		<u>500.00</u>								
		17,852.12								
01-41302-250										
202.00	202.00	131.00	143.00	0.00	95.00	95.00	95.00		-48.00	-33.57%
2 x 14,000 x .0034 = 95.20										
01-41302-260										
251.00	251.00	239.00	318.00	280.51	335.00	335.00	339.00		21.00	6.60%
152,193 x .0022 = 334.82										
**BOS										
153,899 x .0022 = 338.58										
200 Series Total										
70,327.00	68,842.00	77,957.00	56,000.37	70,870.00	70,870.00	71,220.00	71,220.00	0.00	-6,737.00	-8.64%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41302-311 CONSULTANTS									
0.00	0.00	0.00	0.00	7,166.00	7,166.00	7,166.00		7,166.00	100.00%
Appropriation for Town Manager search process beginning in 2017 and completed in 2018.									
01-41302-341 TELEPHONE									
1,334.00	1,517.00	1,334.00	1,156.67	1,334.00	1,334.00	1,334.00		0.00	0.00%
TM Cell Phone 40 x 12 = \$ 480.00									
569-8161 \$ 27.00 X 12 = \$ 324.00									
569-8159 \$ 27.00 X 12 = \$ 324.00									
Long Distance = \$ 206.00									
Total = \$ 1,334.00									
300 Series Total									
1,334.00	1,517.00	1,334.00	1,156.67	8,500.00	8,500.00	8,500.00	0.00	7,166.00	537.18%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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01-41302-431	EQUIPMENT MAINTENANCE								
50.00	0.00	50.00	0.00	50.00	50.00	50.00		0.00	0.00%
Repair/cleaning of equipment									
400 Series Total	50.00	0.00	0.00	50.00	50.00	50.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41302-550 PRINTING									
175.00	93.00	175.00	184.75	200.00	200.00	200.00		25.00	14.29%
Letterhead, Envelopes. etc. 200									
01-41302-560 DUES AND SUBSCRIPTIONS									
1,000.00	1,076.00	1,100.00	1,096.79	1,100.00	1,100.00	1,100.00		0.00	0.00%
ICMA, NHMMA, etc.									
01-41302-562 ADVERTISING									
0.00	49.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00%
500 Series Total									
1,175.00	1,218.00	1,275.00	1,281.54	1,300.00	1,300.00	1,300.00	0.00	25.00	1.96%

Town of Jifefboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41302-620 OFFICE SUPPLIES									
750.00	506.00	500.00	492.90	500.00	500.00	500.00		0.00	0.00%
Consists of consumable supplies; calendars, pens, folders, paper, print cartridges, etc.									
01-41302-625 POSTAGE									
100.00	32.00	100.00	69.54	100.00	100.00	100.00		0.00	0.00%
Estimated usage									
600 Series Total									
850.00	538.00	600.00	562.44	600.00	600.00	600.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
As of DECEMBER As of AUGUST 20 As of OCTOBER 2									
01-41302-810 TRAVEL AND MEETINGS									
4,100.00	4,736.00	4,100.00	2,598.84	4,100.00	4,100.00	4,100.00		0.00	0.00%
Mileage reimbursement TM 200 x 12 = 2,400									
Misc. Use = 500									
ICMA Conference = 1,200									
Total 4,100									
01-41302-820 PROFESSIONAL DEVELOP									
1,000.00	348.00	1,000.00	655.00	1,000.00	1,000.00	1,000.00		0.00	0.00%
Seminars, Conferences, etc.									
800 Series Total									
5,100.00	5,084.00	5,100.00	3,253.84	5,100.00	5,100.00	5,100.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Town Manager Total

226,210.00	225,274.00	245,388.00	181,956.54	238,613.00	238,613.00	240,669.00	0.00	-4,719.00	-1.92%
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Budget Overview

Department : Town Clerk

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1.		
2.		
3.		
4.		
Net Change in Non-Recurring Items		\$0
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$3,904	
2. Aggregate Change in Benefits	\$3,297	
3. Elections(300)	(\$2,900)	
4. Telephone (341)	\$122	
5. Outside Svcs (380)	\$2,500	
6. Postage (625)	(\$1,000)	
Net Change in Recurring Items		\$5,923
Total Net Change Identified		\$5,923
Not Identified:		\$0
Total Net Change B2017 vs. B2016		\$5,923
Percent Change - Increase (Decrease)		2.45%

2016 Budget

2017 Budget Request

Budget Statistics

Budget Statistics (Requested)

Number of Full Time Employees	3		Number of Full Time Employees	3	
Number of Shared Employees	0		Number of Shared Employees	0	
Number of Part Time Employees	1		Number of Part Time Employees	1	
Salaries	\$131,797	54.48%	Salaries	\$135,701	54.76%
Benefits	\$65,601	27.12%	Benefits	\$68,898	27.80%
Professional Services	\$30,378	12.56%	Professional Services	\$30,100	12.15%
Property Services	\$200	0.08%	Property Services	\$200	0.08%
Other Services	\$1,250	0.52%	Other Services	\$1,250	0.50%
Supplies	\$9,670	4.00%	Supplies	\$8,670	3.50%
Capital Outlay	\$1,000	0.41%	Capital Outlay	\$1,000	0.40%
Other Charges	\$2,000	0.83%	Other Charges	\$2,000	0.81%
Financial Uses	\$0	0.00%	Financial Uses	\$0	0.00%
Total	\$241,896	100%	Total	\$247,819	100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Town Clerk

01-41401-113

SUPERVISORY SALAIRES

55,997.00	56,263.00	57,457.00	45,572.10	57,807.00	57,807.00	58,449.00		992.00	1.73%
31.57 X 35 X 13 = 14,364.35									
31.57 X 35 X 39 = 43,093.05									
LOSS = <u>350</u>									
	57,807.40								

**BOS 1.5% Increases

31.57 X 35 X 13 = 14,364.35	
32.04 X 35 X 39 = 43,734.60	
LOSS = <u>350</u>	
	58,448.95

01-41401-114

HOURLY WAGES

67,308.00	69,465.00	69,069.00	43,874.01	69,642.00	69,642.00	71,890.00		2,821.00	4.08%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1	2	3	4	5	6	7	8	9	10
2015	2015	2016	2016	2017	2017	2017	2017	\$	%
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						
**BOS 1.5% Increase and Job Classification Minimum									
17.98x 35 x 13 =	8,180.90								
17.98 x 35 x 39 =	24,542.70								
LOSS	<u>150.00</u>								
Total	32,873.60								
20.12 x 35 x 13 =	9,154.60								
20.12 x 35 x 39 =	27,463.80								
LOSS	<u>150.00</u>								
Total	36,768.40								
TOTAL 114	\$69,642.00								
**BOS 1.5% Increase									
17.98x 35 x 13 =	8,180.90								
17.98 x 35 x 39 =	24,542.70								
LOSS	<u>150.00</u>								
Total	37,177.90								
TOTAL 114	\$71,889.80								
01-41401-117 PART TIME WAGES									
5,136.00	1,995.00	5,271.00	8,448.45	5,303.00	5,303.00	5,362.00		91.00	1.73%
\$14.78 X 6.90 hrs/week X 13 Weeks = \$ 1,325.77									
\$14.78 X 6.90 hrs/week X 39 Weeks = <u>3,977.30</u>									
5,303.07									
**BOS 1.5% Increase									
\$14.78 X 6.90 hrs/week X 13 Weeks = \$ 1,325.77									
\$15.00 X 6.90 hrs/week X 39 Weeks = <u>4,036.50</u>									
5,362.27									
01-41401-140 OVERTIME									
0.00	0.00	0.00	46.05	0.00	0.00	0.00		0.00	0.00%

PROFUSED 311 / BULGARI

Town of Olfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						
128,441.00	127,723.00	131,797.00	97,940.61	132,752.00	132,752.00	135,701.00	0.00	3,904.00	2.96%
Series Total									

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						
GROUP HEALTH INSURANCE									
01-41401-210	35,813.00	37,456.00	30,686.72	39,795.00	39,795.00			2,339.00	6.24%
1-1 Person Green = 10,756									
1-Family Green = 29,039									
39,795									
GROUP LIFE INSURANCE									
01-41401-215	339.00	270.00	189.00	339.00	339.00	339.00		69.00	25.56%
3 x \$113 = \$339.00									
DISABILITY									
01-41401-218	1,337.00	1,377.00	882.59	1,380.00	1,380.00	1,419.00		42.00	3.05%
Short Term									
2,506.52 x 66.67%/10 x.48 x12 = 962.55									
Long Term									
130,339/100x.35 = 456.19									
Total: 1,418.74									
GROUP DENTAL INSURANCE									
01-41401-219	1,808.00	1,778.00	1,484.70	1,808.00	1,808.00	1,808.00		30.00	1.69%
1-1 Person @ 425									
1-Family @ 1,383									
Total: 1,808									
SOCIAL SECURITY									
01-41401-220	9,824.00	9,576.00	7,500.43	10,156.00	10,156.00	10,381.00		299.00	2.97%
132,752 x .0765 = 10,155.53									
**BOS									
135,701 x .0765 = 10,381.13									
RETIREMENT									
01-41401-230	13,527.00	13,857.00	11,401.44	14,370.00	14,370.00	14,696.00		563.00	3.98%

Town of Wolfeboro

Stephenie
Report Budget LF

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
127,449 x .11275 = 14,369.87									
**BOS									
130,339 x .11275 = 14,695.72									
01-41401-250 UNEMPLOYMENT COMP									
339.00	220.00	241.00	0.00	161.00	161.00	161.00		-80.00	-33.20%
3 x 14,000 x .0034 = 142.80									
5,303 x .0034 = 18.03									
Total 160.83									
**BOS									
3 x 14,000 x .0034 = 142.80									
5,362 x .0034 = 18.23									
Total 161.03									
01-41401-260 WORKERS COMPENSATION									
218.00	207.00	264.00	232.87	292.00	292.00	299.00		35.00	13.26%
132,529 x .0022 = 291.56									
**BOS									
135,701 x .0022 = 298.54									
200 Series Total									
63,205.00	62,718.00	65,601.00	52,377.75	68,301.00	68,301.00	68,898.00	0.00	3,297.00	5.03%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET As of DECEMBER	ACTUAL EXPENSE	APPROVED BUDGET As of AUGUST 20	EXPENDED TO DATE As of OCTOBER 2	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE / DECREASE
ELECTIONS									
01-41401-300	18,700.00	21,900.00	16,732.60	19,500.00	19,000.00	19,000.00		-2,900.00	-13.24%
Programming and Support = \$ 2,800									
Ballot Printing = \$5,000									
Moderator = \$400									
Ballot Clerks = \$ 4,500									
Supervisors of Checklist = \$ 3,000									
Supplies for Supervisors = \$500									
Advertising = \$500									
Stenographic Services-First Session = \$600									
Printing = \$400									
Misc. Supplies = \$800									
HAVA & State Wide Voter Checklist = \$1,000									
Roller Dollies To Store Voting Booths \$500									
See letter attached from LHS.									
Total: \$19,500									
Note: Town Manager reduced this line item by (\$500.00) due to estimated need. New total is \$ 19,000.00.									
TELEPHONE									
01-41401-341	953.00	1,430.00	831.01	1,200.00	1,200.00	1,200.00		122.00	11.32%
Detail Column 5									
569-5328 \$ 27.00 X 12 = \$ 324.00									
569-8154 \$ 27.00 X 12 = \$ 324.00									
569-8184 (Fax) \$ 27.00 X 12 = \$ 324.00									
Long Distance = \$ 228									
Total = \$ 1,200									
OUTSIDE SERVICES									
01-41401-380	6,095.00	3,506.00	216.00	10,900.00	9,900.00	9,900.00		2,500.00	33.78%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Town Ordinance Updates = \$ 7,500
 Monitoring Security System = \$1,000
 Restoration of Town Records = \$1,000
 E-Reg & on line Dog Reg = \$1,400

Total: \$ 10,900

Note: Town Manager reduced this line item by (\$1,000.00), removing request for Monitorin Security System. New total is \$ 9,900.00

300 Series Total

25,748.00	22,179.00	30,378.00	17,779.61	31,600.00	30,100.00	30,100.00	0.00	-278.00	-0.92%
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PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
OFFICE EQUIP MAINT									
01-41401-434	200.00	0.00	200.00	200.00	200.00	200.00		0.00	0.00%
400 Series Total	200.00	0.00	256.00	200.00	200.00	200.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET
Town of Colfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41401-550		PRINTING							
1,000.00	792.00	1,000.00	824.24	1,000.00	1,000.00	1,000.00		0.00	0.00%
01-41401-560		DUES & SUBSCRIPTIONS							
150.00	65.00	150.00	134.00	150.00	150.00	150.00		0.00	0.00%
01-41401-562		ADVERTISING							
100.00	85.00	100.00	0.00	100.00	100.00	100.00		0.00	0.00%
500 Series Total									
1,250.00	942.00	1,250.00	958.24	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41401-620 OFFICE SUPPLIES									
3,670.00	2,932.00	3,670.00	2,418.46	3,670.00	3,670.00	3,670.00		0.00	0.00%
MV Redbook = \$1,400 - see Interware letter attached									
NH MV Laws = \$ 70									
2011 Dog Tags = \$ 500									
Notebooks = \$ 500									
Computer Supplies = \$1,000									
Misc. Supplies = \$200									
Total:	\$3,670								
01-41401-625 POSTAGE									
6,000.00	3,768.00	6,000.00	3,613.26	6,000.00	5,000.00	5,000.00		-1,000.00	-16.67%
Note: Town Manager reduced this line item by (\$1,000.00) due to estimated need. New total is \$5,000.00.									
600 Series Total									
9,670.00	6,700.00	9,670.00	6,031.72	9,670.00	8,670.00	8,670.00	0.00	-1,000.00	-10.34%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
MACHINERY&EQUIPMENT									
01-41401-740	1,000.00	0.00	1,000.00	379.85	1,000.00	1,000.00	1,000.00	0.00	0.00%
700 Series Total	1,000.00	0.00	1,000.00	379.85	1,000.00	1,000.00	1,000.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL & MEETINGS									
01-41401-810	1,500.00	1,334.00	1,500.00	1,500.00	1,500.00	1,500.00		0.00	0.00%
PROFESSIONAL DEVELOPMET									
01-41401-820	500.00	526.00	500.00	500.00	500.00	500.00		0.00	0.00%
800 Series Total									
	2,000.00	1,860.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE	
Town Clerk Total	231,514.00	222,122.00	241,896.00	176,838.16	246,773.00	244,273.00	247,819.00	0.00	5,923.00	2.45%

Budget Overview

Department : Tax Collector

Summary of Significant Net Changes : B2017 vs. B2016

	<i>Increase / (Decrease)</i>		
Description		Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:			
Budgeted Non-Recurring: Increase / (Decrease)			
1. Office Equipment Maintenance (434)			
2. Machinery & Equipment (740)			
Net Change in Non-Recurring Items			
Budgeted Recurring: Increase / (Decrease)			
1. Aggregate Change in Salaries & Wages		\$1,451	
2. Aggregate Change in Benefits		\$874	
3. Telephone (341)		\$100	
Net Change in Recurring Items			\$2,425
Total Net Change Identified			\$2,425
Not Identified:			\$0
Total Net Change B2017 vs. B2016			\$2,425
Percent Change - Increase (Decrease)			0.66%

2016 Budget

2017 Budget Request

Budget Statistics

Number of Full Time Employees	4	
Number of Shared Employees	0	
Number of Part Time Employees	0	
Salaries	\$166,400	45.32%
Benefits	117,121	31.90%
Professional Services	7,000	1.91%
Property Services	6,424	1.75%
Other Services	23,906	6.51%
Supplies	45,050	12.27%
Capital Outlay	0	0.00%
Other Charges	1,250	0.34%
Financial Uses	0	0.00%
Total	\$367,151	100%

Budget Statistics (Requested)

Number of Full Time Employees	4	
Number of Shared Employees	0	
Number of Part Time Employees	0	
Salaries	\$167,851	45.42%
Benefits	117,995	31.93%
Professional Services	7,100	1.92%
Property Services	6,424	1.74%
Other Services	23,906	6.47%
Supplies	45,050	12.19%
Capital Outlay	0	0.00%
Other Charges	1,250	0.34%
Financial Uses	0	0.00%
Total	\$369,576	100%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Tax Collector

01-41504-113

SUPERVISORY SALARIES

58,454.00	58,723.00	59,973.00	48,718.32	60,337.00	60,337.00	61,006.00		1,033.00	1.72%
32.96 x 35 x 13 =	\$14,996.80								
32.96 x 35 x 39 =	\$44,990.40								
L.O.S.S.	\$ 350.00								
Total	\$60,337.20								

**BOS 1.5% Increase
32.96 x 35 x 13 =
33.45 x 35 x 39 =
L.O.S.S.
Total

\$14,996.80
\$45,659.25
\$ 350.00
\$61,006.05

01-41504-114

HOURLY WAGES

100,259.00	101,142.00	103,977.00	85,353.45	104,395.00	104,395.00	104,395.00		418.00	0.40%
Employee 1 \$20.91 x 7 x 55 =	\$ 8,050.35								
20.91 x 7 x 205 =	\$30,005.85								
Ins. Diff. \$25.34/wk	\$ 1,318.00								
L.O.S.S.	\$ 250.00								
Total employee 1	\$39,624.20								

Employee 2 \$17.18 x 7 x 55 =
17.18 x 7 x 205 =
Ins. Diff. \$.82/wk
L.O.S.S.
Total employee 2

\$ 6,614.30
\$ 24,653.30
\$ 43.00
\$ 150.00
\$31,460.60

Employee 3 \$15.83 x 7 x 55 =
15.83 x 7 x 205 =
Total employee 3

\$ 6,094.55
\$22,716.05
\$28,810.60

Overtime wages
(Difference between 35 & 40 hrs per wk)

\$ 4,500.00

Total Hourly Wages

\$104,395.40

01-41504-118

DEPUTY TAX COLLECTOR

1,950.00	1,950.00	1,950.00	1,612.50	1,950.00	1,950.00	1,950.00		0.00	0.00%
\$37.50 per week x 52 =	\$1,950.00								

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
OVERTIME WAGES									
01-41504-140	500.00	432.00	389.24	500.00	500.00	500.00		0.00	0.00%
100 Series Total									
161,163.00	162,247.00	166,400.00	136,073.51	167,182.00	167,182.00	167,851.00	0.00	1,451.00	0.87%

1 2015 APPROVED BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
As of DECEMBER									
As of AUGUST 20									
As of OCTOBER 2									
GROUP HEALTH INSURANCE									
01-41504-210	61,916.00	70,648.00	74,073.00	79,589.00	79,589.00	79,589.00		5,516.00	7.45%
1 2 person Green = \$21,511									
2 Family Green @ 29,039 = \$58,078									
Total Group Health Insurance \$79,589									
GROUP LIFE INSURANCE									
01-41504-215	452.00	432.00	414.00	452.00	452.00	452.00		38.00	9.18%
4 @ \$113.00 = \$452.00									
DISABILITY									
01-41504-218	1,673.00	1,178.00	1,785.00	1,770.00	1,770.00	1,827.00		42.00	2.35%
Short Term \$3,127.33 X 66.67% /10 X .48 X 12 = \$1,200.95									
Long Term \$162,621/100 X 0.35 = \$ 569.17									
Total Disability \$1,770.12									
**BOS									
Short Term \$3,227.90 X 66.67% /10 X .48 X 12 = \$1,239.58									
Long Term \$167,851/100 X 0.35 = \$ 587.48									
Total Disability \$1,827.06									
GROUP DENTAL INSURANCE									
01-41504-219	3,591.00	3,764.00	3,913.00	3,802.00	3,802.00	3,802.00		-111.00	-2.84%
1 2 person = \$ 851									
1 family = \$1,383									
1 family High = \$1,568									
Total \$3,802									
SOCIAL SECURITY									
01-41504-220	12,329.00	11,542.00	17,730.00	12,789.00	12,789.00	12,841.00		-4,889.00	-27.57%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
As of DECEMBER									
As of AUGUST 20 As of OCTOBER 2									
167,182 X .0765 = 12,789.42									
**BOS									
167,851 x .0765 = 12,840.60									
01-41504-230 RETIREMENT									
17,680.00	17,297.00	18,587.00	15,055.91	18,850.00	18,850.00	18,925.00	338.00		1.82%
167,182 X .11275 = 18,849.77									
**BOS									
167,851 x .11275 = 18,925.20									
01-41504-250 UNEMPLOYMENT COMP									
403.00	262.00	286.00	0.00	190.00	190.00	190.00	-96.00		-33.57%
4 X \$14,000.00 X .0034 = \$190.40									
01-41504-260 WORKERS COMPENSATION									
274.00	256.00	333.00	293.74	367.00	367.00	369.00	36.00		10.81%
166,682 + (2/3 X 500) X .0022 = 367.43									
**BOS									
167,351 + (2/3 X 500) X .0022 = 368.91									
200 Series Total									
98,318.00	105,379.00	117,121.00	83,134.34	117,809.00	117,809.00	117,995.00	874.00		0.75%

PROPOSED 2017 BUDGET

Town of Wolfboro

10:53AM

Page: 3
Report: ephanie
Report Budget LF

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41504-341 TELEPHONE									
	1,304.00	1,908.00	1,225.63	1,600.00	1,600.00	1,600.00		100.00	6.67%
Detail Column 5									
569-3902 \$ 27.00 X 12 = \$ 324.00									
569-8158 \$ 27.00 X 12 = \$ 324.00									
569-8150 \$ 27.00 X 12 = \$ 324.00									
569-8183 \$ 27.00 X 12 = \$ 324.00									
Long Distance = \$ 304.00									
Total = \$ 1,600.00									
01-41504-380 OUTSIDE SERVICES									
	6,700.00	4,611.00	3,957.07	5,500.00	5,500.00	5,500.00		0.00	0.00%
On-line Biller Access Fee \$ 600.00									
Independent mortgagee search \$3,000.00									
Annual fees registry of deeds \$1,500.00									
Record restoration \$ 400.00									
Total Outside Services \$5,500.00									
300 Series Total									
	8,004.00	6,519.00	5,182.70	7,100.00	7,100.00	7,100.00	0.00	100.00	1.43%

PROPOSED 2017 BUDGET

Town of Wolfboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41504-434 OFFICE EQUIPMENT MAINT									
5,424.00	5,398.00	6,424.00	6,534.00	6,424.00	6,424.00	6,424.00		0.00	0.00%
Equinox hand held meter reading hardware & software \$5,974.00									
Automatic letter opener annual maintenance \$ 450.00									
Total Office Equipment Maintenance \$6,424.00									
Increase to Equinox extended maintenance agreement to cover MRX Mobile Data Collector (radio reads).									
400 Series Total									
5,424.00	5,398.00	6,424.00	6,534.00	6,424.00	6,424.00	6,424.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41504-550 PRINTING									
	23,856.00	23,604.00	23,856.00	16,029.92	23,856.00	23,856.00		0.00	0.00%
Tax bills & envelopes		11,760 x .20	\$ 2,352.00						
Water/sewer bills & envelopes		26,400 x .20	\$ 5,280.00						
Electric bills & envelopes		63,360 x .20	\$12,672.00						
Total Printing			\$20,304.00						
Tax e-bills		240 x .40	\$ 96.00						
Water/sewer e-bills		2,400 x .40	\$ 960.00						
Electric e-bills		6,240 x .40	\$ 2,496.00						
			\$ 3,552.00						
Total			\$23,856.00						
01-41504-560 DUES AND SUBSCRIPTIONS									
	50.00	40.00	50.00	0.00	50.00	50.00		0.00	0.00%
500 Series Total	23,906.00	23,644.00	23,906.00	16,029.92	23,906.00	23,906.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
OFFICE SUPPLIES									
01-41504-620	2,200.00	1,608.00	1,575.32	2,200.00	2,200.00	2,200.00		0.00	0.00%
Printer/toner cartridges									
Miscellaneous supplies	\$1,200.00								
Total Office Supplies	\$1,000.00								
	\$2,200.00								
POSTAGE									
01-41504-625	42,910.00	43,286.00	31,039.69	42,850.00	42,850.00	42,850.00		0.00	0.00%
Notice of tax arrearage	400 @ \$.48 =	\$ 192.00							
Tax lien notice	230 @ \$6.73 =	\$ 1,547.90							
Mortgagee notice	70 @ \$6.73 =	\$ 471.10							
Tax bills	11,760 @ \$.3810 =	\$ 4,480.56							
Deeding notice - owner	40 @ \$6.73 =	\$ 269.20							
Deeding notice - mortgagee	30 @ \$6.73 =	\$ 201.90							
Water/sewer bills	26,400 @ \$.3810 =	\$10,058.40							
Electric bills	63,360 @ \$.3810 =	\$24,140.16							
Annual postal fees		\$ 500.00							
Miscellaneous mailings		\$ 1,000.00							
Total Postage		\$42,861.22							

600 Series Total

45,110.00 44,894.00 45,050.00 32,615.01 45,050.00 45,050.00 45,050.00 0.00 0.00%

PROPOSED 2017 BUDGET
Town of Wolfboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
MACHINERY & EQUIPMENT									
01-41504-740	1,440.00	0.00	678.92	0.00	0.00	0.00		0.00	0.00%
700 Series Total	1,440.00	0.00	678.92	0.00	0.00	0.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL & MEETINGS									
01-41504-810	950.00	703.00	524.96	950.00	950.00	950.00		0.00	0.00%
Annual Collector's convention		\$300.00							
Certification program(s)		\$450.00							
Spring workshop (2)		\$200.00							
Total Travel & Meetings		\$950.00							
PROFESSIONAL DEVELOP									
01-41504-820	300.00	150.00	206.00	300.00	300.00	300.00		0.00	0.00%
Computer and customer service training									
800 Series Total	1,250.00	853.00	730.96	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Lebanon

10:53A

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
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Tax Collector Total

344,615.00	350,374.00	367,151.00	280,979.36	368,721.00	368,721.00	369,576.00	0.00	2,425.00	0.66%
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2017 BUDGET NARRATIVE

41504 TAX COLLECTOR

The 2017 budget from the Tax Collector's office is submitted with respect for the request for zero increase in discretionary line items put forth by the Town Manager and Board of Selectmen. However, no budgetary changes is not meant to be interpreted as nothing new in the Department.

The Electric Department successfully launched a pilot program for automated meter reading (AMR) in the spring of 2016 and work will continue over the course of the next few years to completion. Office personnel are working closely with Electric Operations to ensure a smooth transition of billing from the manual read system and look forward to a time when automation will make the process both faster and more accurate. Notification to customers is critical to the success of the program and this department plays a vital role with the public relations aspect of the project.

New choices for bill notification and payment will be expanded this year with the implementation of an interactive voice response system (IVR) and text messaging options. Both services are offered through our existing on-line partners and will be set up at no cost to the town.

One service type considered for the 2017 budget but rejected as too costly at this time, is a service called On-line Bank Direct. This service converts paper checks received from a customer through their personal banking channel into an e-lockbox file, and then matches the check to the customer's open invoices. The amount of time saved by converting checks versus manual input stands to be significant however, a more complete analysis needs to be undertaken before moving this project forward.

Budget Series:

<u>0 series</u>	No increase reflected in initial budget request. Upon approval of Union contract series will change to reflect negotiated amounts.
<u>200 series</u>	Increases due to changes in insurance rates and retirement contributions.
<u>300 series</u>	<u>341</u> – Telephone – Increase reflects actual usage as per Finance Dept. records.
<u>400 series</u>	No change.
<u>500 series</u>	No change.
<u>600 series</u>	No change.
<u>700 series</u>	No change. Note – expenditure for 2016 not budgeted was to replace broken cash receipt printer. (Printer had been in use since 2003.)
<u>800 series</u>	No change.

Budget Overview

Department : Assessing

Summary of Significant Net Changes : B2017 vs. B2016

Increase / (Decrease)

Description	Amount Inc. / (Decr.)	Amount Inc. / (Decr.)
Identified:		
Budgeted Non-Recurring: Increase / (Decrease)		
1. Other Purchased Services (390)		
2.		
3.		
Net Change in Non-Recurring Items		
Budgeted Recurring: Increase / (Decrease)		
1. Aggregate Change in Salaries & Wages	\$163	
2. Aggregate Change in Benefits	\$2,084	
3. Assessors Hours (380)	(\$1,546)	
4. Abatement Processing (382)	(\$9,892)	
5. Assessing Pickups (383)	\$0	
6. Cyclical Data (384)	\$888	
7. Property Revaluation (392)	\$0	
8. Other Property Related Services (490)	\$0	
9. Dues and Subscriptions (560)	\$988	
10. Office Supplies (620)	\$300	
Net Change in Recurring Items		(\$7,015)
Total Net Change Identified		(\$7,015)
Not Identified:		\$0
Total Net Change B2017 vs. B2016		(\$7,015)
Percent Change - Increase (Decrease)		-3.96%

2016 Budget

2017 Budget Request

Budget Statistics

Number of Full Time Employees	1	
Number of Shared Employees	0	
Number of Part Time Employees	0	
Salaries	\$38,702	21.83%
Benefits	\$36,347	20.50%
Professional Services	\$97,166	54.81%
Property Services	\$3,500	1.97%
Other Services	\$300	0.17%
Supplies	\$950	0.54%
Capital Outlay	\$0	0.00%
Other Charges	\$316	0.18%
Financial Uses	\$0	0.00%
Total	\$177,281	100%

Budget Statistics (Requested)

Number of Full Time Employees	1	
Number of Shared Employees	0	
Number of Part Time Employees	0	
Salaries	\$38,865	22.83%
Benefits	\$38,431	22.57%
Professional Services	\$86,616	50.87%
Property Services	\$3,500	2.06%
Other Services	\$1,288	0.76%
Supplies	\$1,250	0.73%
Capital Outlay	\$0	0.00%
Other Charges	\$316	0.19%
Financial Uses	\$0	0.00%
Total	\$170,266	100%

1 2015	2 2015	3 2016	4 2016	5 2017	6 2017	7 2017	8 2017	9 \$	10 %
APPROVED BUDGET	ACTUAL EXPENSE	APPROVED BUDGET	EXPENDED TO DATE	DEPARTMENT REQUEST	TOWN MANAGER	BOARD OF SELECTMEN	BUDGET COMMITTEE	INCREASE/ DECREASE	INCREASE/ DECREASE
As of DECEMBER		As of AUGUST 20	As of OCTOBER 2						

Assessing

01-41503-114

HOURLY WAGES

37,229.00	37,952.00	38,652.00	31,132.83	38,815.00	38,815.00	163.00	0.42%
\$19.71 x 55 days x 7 hrs. =	7,588.35						
\$19.71 x 13 wks x 1.5 hrs.. =	384.35						
\$19.71 x 205 days x 7 hrs. =	28,283.85						
\$19.71 x 39 wks. x 1.5 hrs. =	1,153.04						
Ins. Differential							
\$22.21 x 52 wks. =	1,155						
L.O.S.S.	<u>250</u>						
Total	38,814.59						

01-41503-140

OVERTIME

150.00	1,174.00	50.00	57.22	50.00	50.00	0.00	0.00%
Estimated usage \$50							

100 Series Total

[illegible]

PROPOSED 2017 BUDGET

Town of Olfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
200 Series Total									
35,285.00	32,827.00	36,347.00	28,868.09	38,431.00	38,431.00	38,431.00	0.00	2,084.00	5.73%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TELEPHONE									
01-41503-341	500.00	477.00	428.70	450.00	450.00	450.00		0.00	0.00%
DETAIL COLUMN 5									
569-8152 \$ 27.00 X 12 = \$ 324.00									
Long Distance = \$ 126.00									
Total = \$ 450.00									
ASSESSORS HOURS									
01-41503-380	23,216.00	22,014.00	11,593.41	21,670.00	21,670.00	21,670.00		-1,546.00	-6.66%
DETAIL COLUMN 5									
1 Day Per Week X 52 Weeks X 7 Hours Per Day X \$49.50 Per Hour = \$ 20,790.00.									
Hours At BTLA hearings 4 cases X 4 hours X \$ 55.00 per hour = \$ 880.00.									
Total = \$ 21,670.00.									
ABATEMENT PROCESSING									
01-41503-382	12,375.00	7,435.00	11,679.04	16,088.00	16,088.00	16,088.00		-9,892.00	-38.08%
Appeals 25 x 5 hours x \$ 49.50 per Hour = \$ 6,188.00									
Abatements 100 X 2 hours X \$ 49.50 = \$ 9,900.00									
Total for Abatements was changed to reflect number of hours on contract (100 hours). New total = \$16,088.									
ASSESSING PICKUPS									
01-41503-383	10,200.00	11,208.00	10,872.00	10,200.00	10,200.00	10,200.00		0.00	0.00%
425 x 24 = \$ 10,200									
CYCLICAL DATA COLLECT									
01-41503-384	0.00	0.00	9,240.50	35,208.00	35,208.00	35,208.00		888.00	2.59%

PROPOSED 2017 BUDGET
Town of Jolfeboro

Stephanie
reportBudgetLF

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20, As of OCTOBER 2	4 2016 EXPENDED TO DATE	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
1,430 per parcel X \$ 24 per parcel = \$ 34,320.00.									
01-41503-390	OTHER PURCHASED SERVICES								
5,000.00	7.00	3,000.00	2,003.00	3,000.00	3,000.00	3,000.00		0.00	0.00%
*** \$ 3,000.00 is allocated for specialized appraisal services and expert witnesses in BTLA and Superior Court cases.									
01-41503-392	2015 PROPERTY REVALUATION								
139,000.00	139,000.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00%
300 Series Total	190,291.00	180,141.00	97,166.00	86,616.00	86,616.00	86,616.00	0.00	-10,550.00	-10.86%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
01-41503-490 OTHER PROP RELATED SRVC									
5,588.00	3,700.00	3,500.00	2,962.50	3,500.00	3,500.00	3,500.00		0.00	0.00%
Mapping-Cartographics \$ 3,500.00 Maintenance									
400 Series Total									
5,588.00	3,700.00	3,500.00	2,962.50	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
PRINTING									
01-41503-550	150.00	0.00	150.00	3.00	150.00	150.00		0.00	0.00%
DETAIL COLUMN 5									
Estimated Usage									
DUES & SUBSCRIPTIONS									
01-41503-560	100.00	20.00	100.00	20.00	1,088.00	1,088.00		988.00	988.00%
Miscellaneous subscriptions as needed \$ 100.00									
Addition Of Marshall Swift manual as a reference at \$ 998.40									
Total = \$ 1,088.00.									
ADVERTISING									
01-41503-562	50.00	0.00	50.00	0.00	50.00	50.00		0.00	0.00%
DETAIL COLUMN 5									
Estimated Usage for Notices									
500 Series Total									
	300.00	20.00	300.00	23.00	1,288.00	1,288.00	0.00	988.00	329.33%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
01-41503-620 OFFICE SUPPLIES									
700.00	1,353.00	700.00	1,178.73	1,000.00	1,000.00	1,000.00		300.00	42.86%
DETAIL COLUMN 5									
Toner cartridges, pens, paper, etc.									
Increased appropriation request do to increase in printer toner costs.									
01-41503-625 POSTAGE									
3,500.00	3,379.00	250.00	162.43	250.00	250.00	250.00		0.00	0.00%
DETAIL COLUMN 5									
Estimated Usage.									
600 Series Total									
4,200.00	4,732.00	950.00	1,341.16	1,250.00	1,250.00	1,250.00	0.00	300.00	31.58%

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE/ DECREASE
TRAVEL & MEETINGS									
01-41503-810	300.00	0.00	216.00	216.00	216.00	216.00		0.00	0.00%
DETAIL COLUMN 5									
5 year average									
PROFESSIONAL DEVELOPMENT									
01-41503-820	100.00	0.00	100.00	65.00	100.00	100.00		0.00	0.00%
DETAIL COLUMN 5									
Avitar courses, NH Statutes Courses, etc. for Clerk									
800 Series Total	400.00	0.00	316.00	165.00	316.00	316.00	0.00	0.00	0.00%

PROPOSED 2017 BUDGET

Town of Wolfeboro

1 2015 APPROVED BUDGET As of DECEMBER	2 2015 ACTUAL EXPENSE	3 2016 APPROVED BUDGET As of AUGUST 20	4 2016 EXPENDED TO DATE As of OCTOBER 2	5 2017 DEPARTMENT REQUEST	6 2017 TOWN MANAGER	7 2017 BOARD OF SELECTMEN	8 2017 BUDGET COMMITTEE	9 \$ INCREASE/ DECREASE	10 % INCREASE / DECREASE
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Assessing Total

273,443.00	260,546.00	177,281.00	110,366.45	170,266.00	170,266.00	170,266.00	0.00	-7,015.00	-3.96%
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