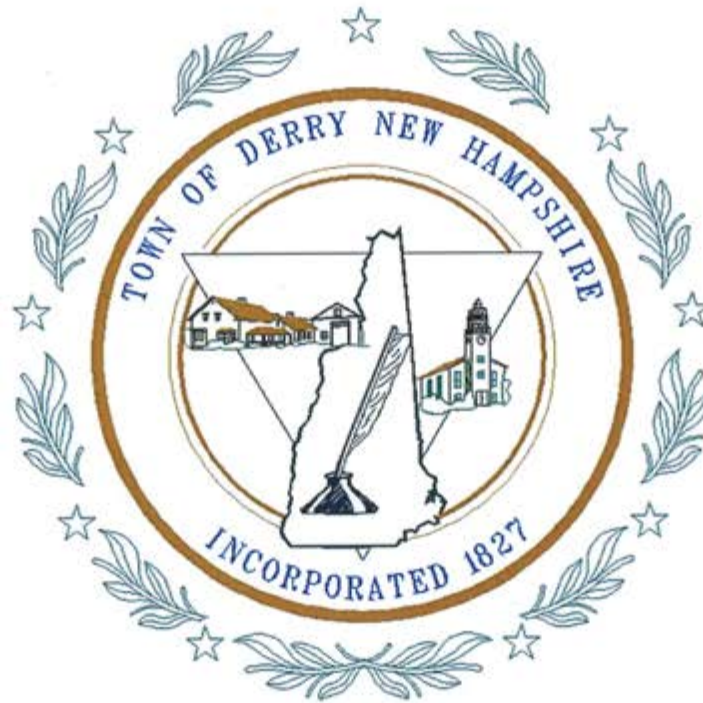


TOWN OF DERRY, NH



TOWN COUNCIL ADOPTED ANNUAL BUDGET

FISCAL YEAR 2021

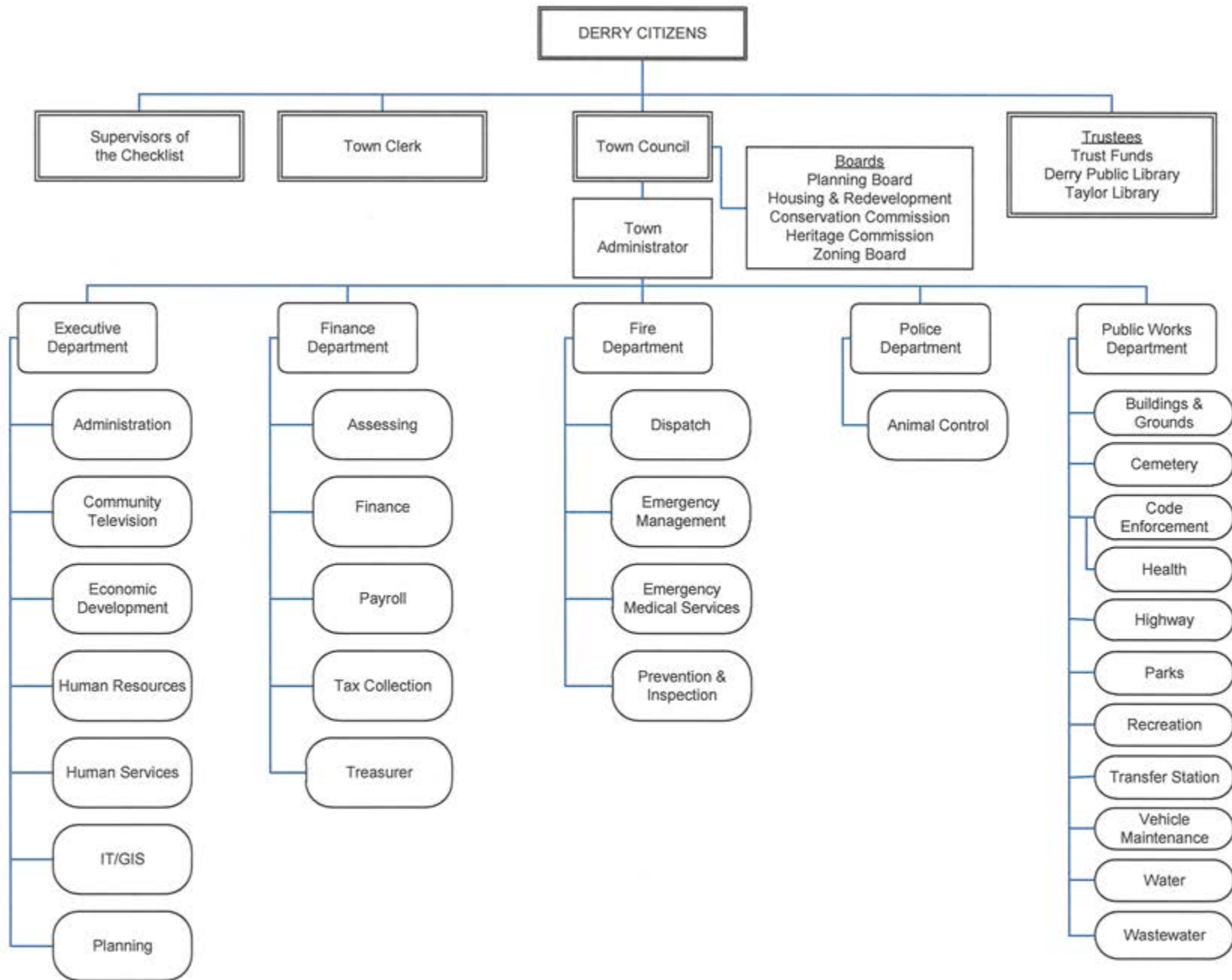
FY 2021 BUDGET INDEX

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Town Organization Chart



PERSONNEL

SUMMARY

Personnel Summary FY 2021

Job Title	FY 2020		FY 2021	
	FT	PT	FT	PT
Executive				
Councilor (elected)		7		7
Town Administrator	1		1	
Executive Secretary to TA	1		1	
Human Resources Director		1		1
Human Resources Coordinator	1		1	
IT/GIS Manager	1		1	
Network Administrator	1		1	
Computer Support Specialist	1		1	
Economic Development Director	1		1	
Planning Director	1		1	
Planning and Econ Dev Assistant	1		1	
Cable Facility Coordinator	1		1	
	10	8	10	8
Town Clerk				
Town Clerk (elected)	1		1	
Deputy Town Clerk		1		1
Supervisors of the Checklist (elected)		3		3
	1	4	1	4
Finance Department				
Chief Financial Officer	1		1	
Accounting Manager	1		1	
Bookkeeper	2		2	
Staff Accountant/Internal Auditor	1		1	
Payroll and Benefit Administrator	1		1	
Secretary I	1		1	
Secretary III	1		1	
Tax Collector/Municipal Agent	1		1	
Deputy Tax Collector/Municipal Agent	1		1	
Customer Service Assistant	3	2	3	2
Treasurer (appointed)		1		1
Deputy Treasurer (appointed)		1		1
	13	4	13	4

Job Title	FY 2020		FY 2021	
	FT	PT	FT	PT
Department of Public Works				
Director	1		1	
Deputy Director	1		1	
Executive Secretary	1		1	
Superintendent of Operations	1		1	
Engineering Coordinator	1		1	
Engineering Technician	2		2	
Environmental Engineer	1		1	
Fiscal Specialist	1		1	
Utility Customer Service & Billing Clerk	1		1	
Code Enforcement Director	1		1	
Building Inspector	1		1	
Secretary II	1		1	
Health Officer		1		1
Administrative Program Assistant		1		1
Building Specialist	1		1	
Custodian	3	1	3	1
HVAC Technician	1		1	
Laborer	1		1	
Highway Crew Chief	1		1	
Highway Motor Equipment Operator	10		10	
Laborer		1		1
Operations - Fleet Manager	1		1	
Mechanic	2		2	
Chief Operator	1		1	
Mechanical Electrical Technician I	1		1	
Mechanical Electrical Technician II	1		1	
Sewer Treatment Operator I	1		1	
Sewer Treatment Operator II	1		1	
Utility Assets Coordinator	1		1	
Utility Crew Chief	1		1	
Utility Worker	4		4	
Water System Operator II	1		1	
Laborer		1		1
Recycling Coordinator	1		1	
Transfer Station MEO I		1		1
Transfer Station MEO II	2		2	
Transfer Station Laborer	2	1	2	1
Weigh Scale Master	1		1	
Director of Parks & Recreation	1		1	
Recreation Coordinator	1		1	
Recreation Program Assistant	1		1	
Program & Operations Assistant		1		1
Parks Crew Chief	1		1	
Operations & Project Coordinator	1		1	
Laborer	3		3	
	59	8	59	8

Job Title	FY 2020		FY 2021	
	FT	PT	FT	PT
Fire Department				
Chief	1		1	
Assistant Fire Chief	1		1	
Executive Secretary	1		1	
Secretary		1		1
EMS Director	1		1	
Fire Inspector	2		2	
Director of Fleet Maintenance	1		1	
Battalion Chief	4		4	
Captain	4		4	
Lieutenant	12		12	
Firefighter	43		43	
Dispatcher	5		5	
Dispatch Supervisor	1		1	
	76	1	76	1
Police Department				
Chief	1		1	
Executive Secretary	1		1	
Captain	2		2	
Lieutenant	5		5	
Sergeant	8		8	
Police Officer	43		43	
Secretary	3	2	3	2
Dispatcher	5		5	
Receptionist	1		1	
Evidence Clerk		1		1
Animal Control Officer	1		1	
Mechanic	1		1	
Prosecutor Supervisor	1		1	
Prosecutor	1		1	
	73	3	73	3
Total				
	232	28	232	28
	FT	PT	FT	PT
	FY2020	FY2021	FY2020	FY2021

Implementation of Town Charter Section 9.4 (A)		
Prior Year Tax Rate (FY 20 - 2019)		\$ 7.72
CPI Adjustment per Section 9.4 (A)	1.9%	\$ 0.15
Northeast Region CPI-U for CY2019		
Authorized Tax Rate for FY21 - 2020		\$ 7.87
Projected 2020 Town Tax Rate		\$ 7.86
Projected Tax Rate Adjustment	1.8%	\$ 0.14

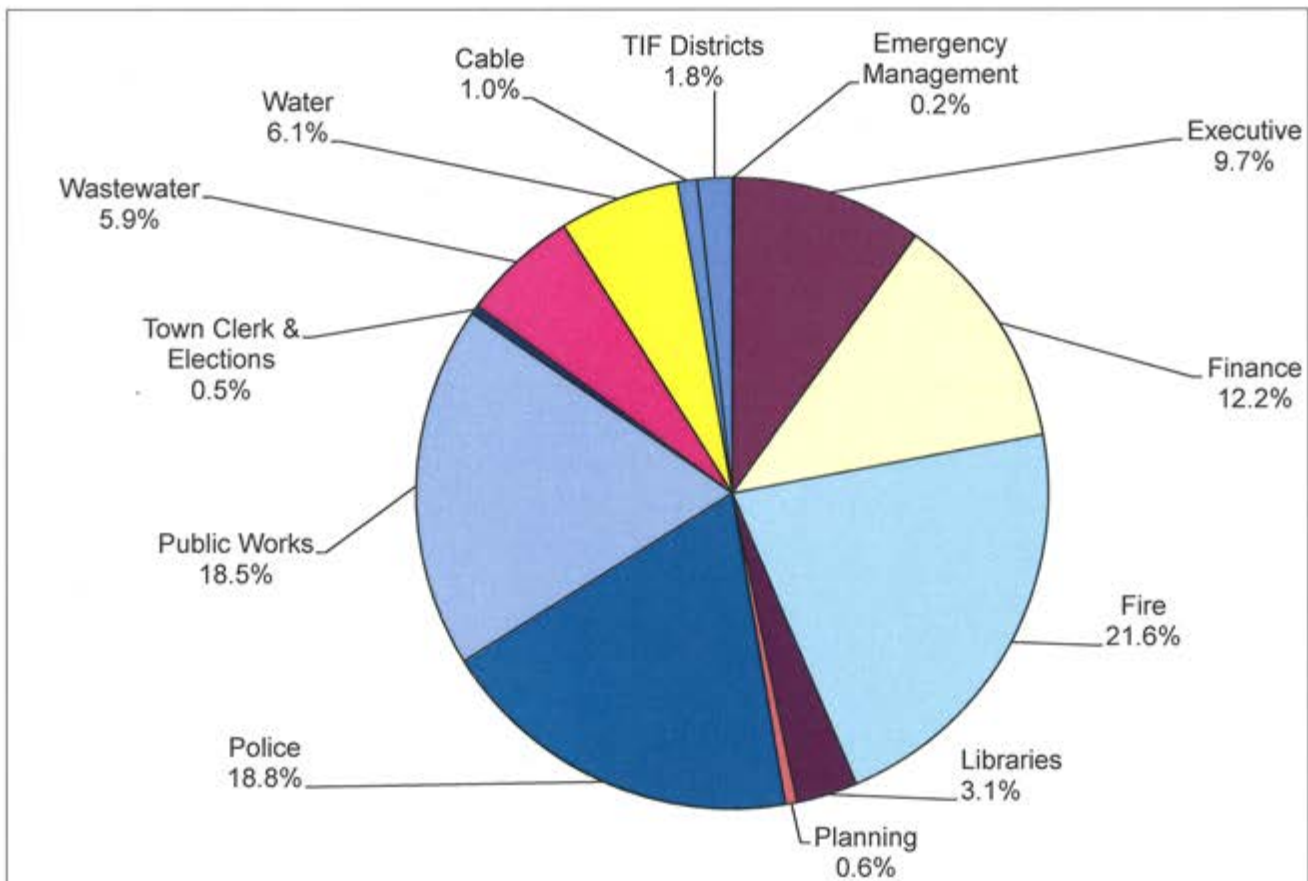
Projected Town Tax Rate		
Gross Appropriations	\$	51,648,587.00
Less Estimated Revenues	\$	27,134,804.00
ADD Veterans' Credit	\$	535,834.00
ADD Overlay	\$	300,000.00
To Be Raised	\$	25,349,617.00
Estimated Valuation	\$	3,224,318,000.00
Projected Town Tax Rate	\$	7.86

Department/Function	FY21 Town Budget - Adopted		
	FY21	Offsetting Revenues	Taxation
Emergency Management	43,994.00	-	43,994.00
Executive			
Administration	585,120.00	3,900.00	581,220.00
Human Services	281,400.00	13,500.00	267,900.00
IT	944,831.00	51,206.00	893,625.00
Community Development	173,936.00		173,936.00
Finance			
Finance	681,191.00	600.00	680,591.00
Assessing	434,963.00	87,554.00	347,409.00
Tax Collector	815,148.00	6,747,400.00	(5,932,252.00)
Other Municipal Obligation	4,377,474.00	4,855,764.00	(478,290.00)
Fire			
Prevention & Emergency Services	11,135,684.00	1,805,507.00	9,330,177.00
Libraries			
Derry Public Library	1,393,738.00		1,393,738.00
Taylor Library	217,989.00	25,000.00	192,989.00
Planning	294,606.00	34,275.00	260,331.00
Police			
Police	9,612,413.00	305,212.00	9,307,201.00
Animal Control	97,249.00	3,000.00	94,249.00
Public Works			
Health	88,541.00	37,500.00	51,041.00
Highway	3,803,987.00	924,298.00	2,879,689.00
Buildings & Grounds	874,431.00	121,659.00	752,772.00
Cemeteries	223,571.00	125,600.00	97,971.00
Code Enforcement	398,909.00	234,325.00	164,584.00
Parks	947,657.00	48,550.00	899,107.00
Recreation	586,849.00	173,206.00	413,643.00
Transfer Station	2,106,333.00	704,822.00	1,401,511.00
Vehicle Maintenance	548,777.00		548,777.00
Town Clerk & Elections			
Town Clerk	160,126.00	77,048.00	83,078.00
Elections	82,847.00	125.00	82,722.00
Capital Improvements			
Expendable Maintenance Trust	394,500.00	394,500.00	
Capital Improvements	2,652,540.00	2,652,540.00	-
Total for Town Services	43,958,804.00	19,427,091.00	24,531,713.00
Wastewater Dept.	3,067,418.00	3,067,418.00	
Water Dept.	3,172,607.00	3,172,607.00	
Cable	524,755.00	524,755.00	
TIF Districts	925,003.00	942,933.00	(17,930.00)
TOTAL	\$ 51,648,587.00	\$ 27,134,804.00	\$ 24,513,783.00
Veterans' Credit			535,834.00
Property Tax Overlay			300,000.00
Total to be raised			25,349,617.00
Assessed Valuation			3,224,318,000.00
Anticipated Town Tax Rate:			\$ 7.86

EXPENDITURE & REVENUE SUMMARY

Town of Derry, NH
Town Council Adopted Expenses by Department
FY 2021

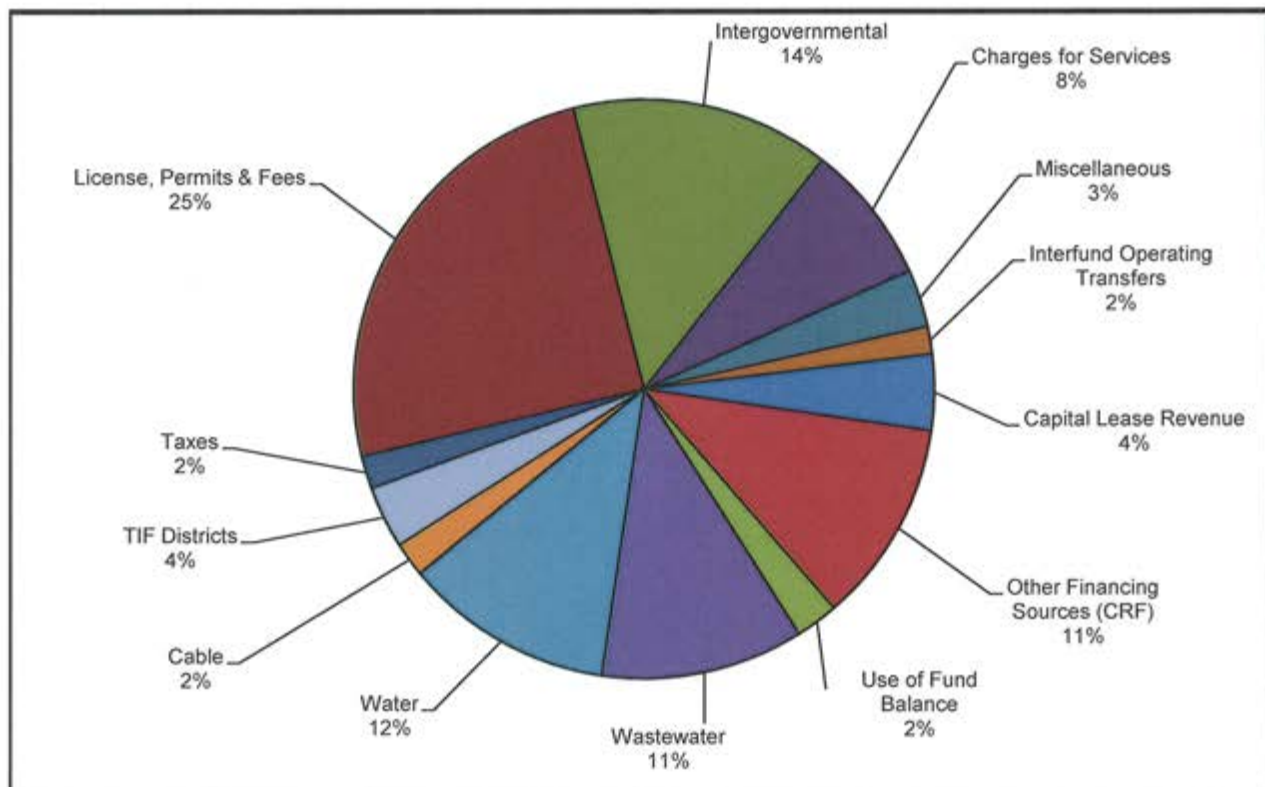
Emergency Management	\$ 43,994
Executive	5,032,327
Finance	6,308,776
Fire	11,135,684
Libraries	1,611,727
Planning	294,606
Police	9,709,662
Public Works	9,579,055
Town Clerk & Elections	242,973
Wastewater	3,067,418
Water	3,172,607
Cable	524,755
TIF Districts	925,003
Total	<u>\$ 51,648,587</u>



Town of Derry, NH
Town Council Adopted Revenue Budget
FY 2021

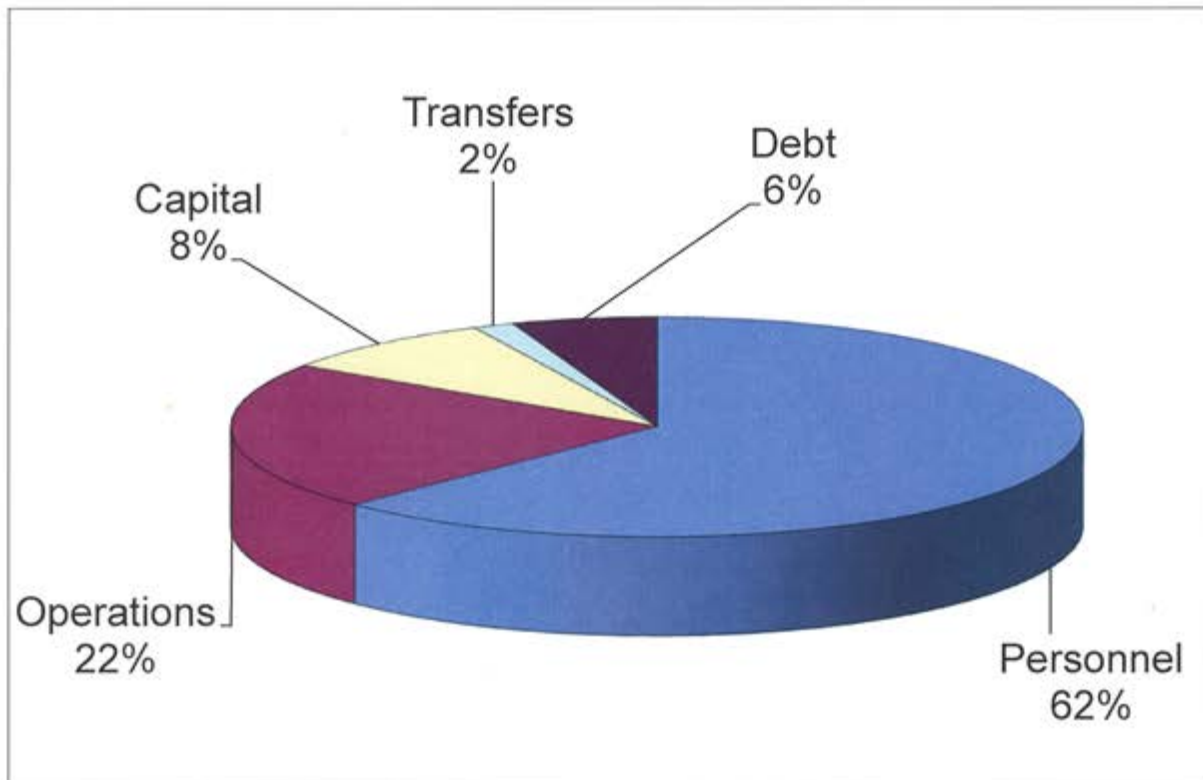
Taxes	\$ 493,500	(1)
License, Permits & Fees	6,730,135	
Intergovernmental	3,919,352	
Charges for Services	2,128,263	
Miscellaneous	872,009	
Interfund Operating Transfers	409,841	
Capital Lease Revenue	1,150,000	
Other Financing Sources (CRF)	3,073,991	
Use of Fund Balance	650,000	
Wastewater	3,067,418	
Water	3,172,607	
Cable	524,755	
TIF Districts	942,933	
Total Revenue & Transfers	\$ 27,134,804	

(1) Excluding Property Taxes



Town of Derry, NH
Town Council Adopted Expenses by Category
FY 2021

Personnel	\$ 31,711,168
Operations	11,110,606
Capital	4,303,150
Transfers	791,171
Debt	2,807,489
Total Budget	<u>\$ 50,723,584</u>
TIF	925,003
	51,648,587



Town of Derry, NH
FY2021 Town Counsel Adopted Budget
Totals
Summary

Department/Activity Center	FY 2018 Revised Budget	FY 2019 Revised Budget	FY 2020 Revised Budget	FY 2021 Department Recommended	FY 2021 Town Administrator Proposed	FY 2021 Town Council Adopted
Emergency Management	\$39,837	\$39,267	\$49,237	\$45,670	\$43,994	\$43,994
Executive	\$5,733,317	\$4,420,102	\$4,515,186	\$5,249,876	\$5,207,327	\$5,032,327
Administration	\$523,873	\$525,531	\$542,240	\$593,875	\$585,120	\$585,120
Human Services	\$398,845	\$282,745	\$282,745	\$281,400	\$281,400	\$281,400
Community Development	\$183,302	\$146,283	\$163,969	\$174,413	\$173,936	\$173,936
Information Technology	\$892,741	\$963,506	\$947,724	\$985,648	\$944,831	\$944,831
Expendable Maintenance Trust Fund	\$247,731	\$270,000	\$1,255,089	\$562,000	\$569,500	\$394,500
Capital Improvements	\$3,486,825	\$2,232,037	\$1,323,419	\$2,652,540	\$2,652,540	\$2,652,540
Finance	\$5,447,869	\$9,818,123	\$7,274,613	\$6,421,906	\$6,388,776	\$6,308,776
Assessor	\$466,132	\$534,993	\$467,235	\$435,436	\$434,963	\$434,963
Finance	\$658,443	\$709,944	\$740,488	\$776,431	\$761,191	\$681,191
Tax Collector	\$787,534	\$801,763	\$806,869	\$817,965	\$815,148	\$815,148
Other Municipal Obligations	\$3,535,760	\$7,771,423	\$5,260,021	\$4,392,074	\$4,377,474	\$4,377,474
Fire	\$10,404,348	\$10,613,394	\$10,851,722	\$11,293,631	\$11,135,684	\$11,135,684
Prevention & Emergency Services	\$10,404,348	\$10,613,394	\$10,851,722	\$11,293,631	\$11,135,684	\$11,135,684
Dispatch	\$0	\$0	\$0	\$0	\$0	\$0
Libraries	\$1,456,115	\$1,502,401	\$1,534,821	\$1,661,760	\$1,611,727	\$1,611,727
Derry Public Library	\$1,273,223	\$1,319,589	\$1,351,371	\$1,438,771	\$1,393,738	\$1,393,738
Taylor Library	\$182,892	\$182,812	\$183,450	\$222,989	\$217,989	\$217,989
Planning	\$270,863	\$388,138	\$291,263	\$294,846	\$294,606	\$294,606
Police	\$8,822,408	\$9,088,074	\$9,405,290	\$9,813,973	\$9,709,662	\$9,709,662
Police	\$8,735,163	\$8,975,085	\$9,310,759	\$9,716,251	\$9,612,413	\$9,612,413
Animal Control	\$87,245	\$112,989	\$94,531	\$97,722	\$97,249	\$97,249
Public Works	\$9,775,757	\$9,085,485	\$9,338,085	\$9,886,546	\$9,579,055	\$9,579,055
Health	\$82,526	\$84,700	\$86,552	\$150,548	\$88,541	\$88,541
Highway	\$4,653,805	\$3,739,669	\$3,653,073	\$3,916,109	\$3,803,987	\$3,803,987
Transfer Station	\$1,840,269	\$1,874,470	\$2,035,027	\$2,113,016	\$2,106,333	\$2,106,333
Vehicle Maintenance	\$476,615	\$527,411	\$545,690	\$577,299	\$548,777	\$548,777
Buildings & Grounds	\$709,386	\$778,462	\$847,126	\$884,567	\$874,431	\$874,431
Cemetery	\$229,316	\$232,688	\$238,842	\$223,706	\$223,571	\$223,571
Code Enforcement	\$362,203	\$375,315	\$386,819	\$400,445	\$398,909	\$398,909
Recreation	\$590,125	\$589,931	\$585,528	\$588,963	\$586,849	\$586,849
Parks	\$831,512	\$882,839	\$959,428	\$1,031,893	\$947,657	\$947,657

Town of Derry, NH
FY2021 Town Counsel Adopted Budget
Totals
Summary

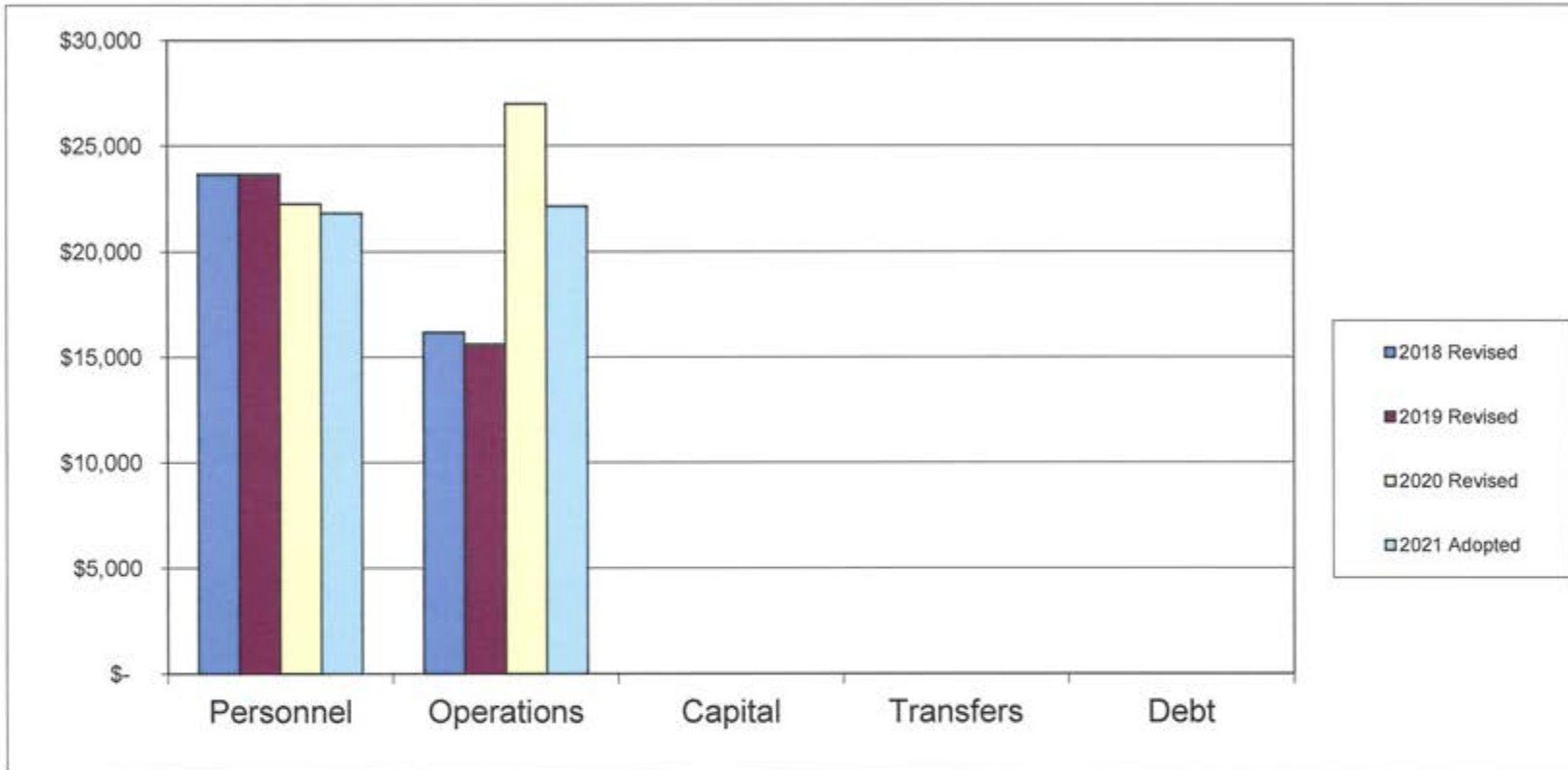
Department/Activity Center	FY 2018 Revised Budget	FY 2019 Revised Budget	FY 2020 Revised Budget	FY 2021 Department Recommended	FY 2021 Town Administrator Proposed	FY 2021 Town Council Adopted
Town Clerk & Elections	\$181,712	\$213,735	\$219,926	\$259,709	\$242,973	\$242,973
Town Clerk	\$142,626	\$145,897	\$153,560	\$166,002	\$160,126	\$160,126
Elections	\$39,086	\$67,838	\$66,366	\$93,707	\$82,847	\$82,847
Total for Town Services	\$42,132,226	\$45,168,719	\$43,480,143	\$44,927,917	\$44,213,804	\$43,958,804

Wastewater	\$2,402,500	\$2,335,176	\$2,399,230	\$3,068,688	\$3,067,418	\$3,067,418
Water	\$3,140,025	\$2,754,322	\$9,472,327	\$3,385,764	\$3,384,497	\$3,172,607
Cable	\$457,617	\$629,199	\$581,356	\$525,183	\$524,755	\$524,755
TIF Districts	\$533,308	\$525,422	\$1,173,482	\$549,252	\$925,003	\$925,003
Total for Other Services	\$6,533,450	\$6,244,119	\$13,626,395	\$7,528,887	\$7,901,673	\$7,689,783

Grand Totals	\$48,665,676	\$51,412,838	\$57,106,538	\$52,456,804	\$52,115,477	\$51,648,587
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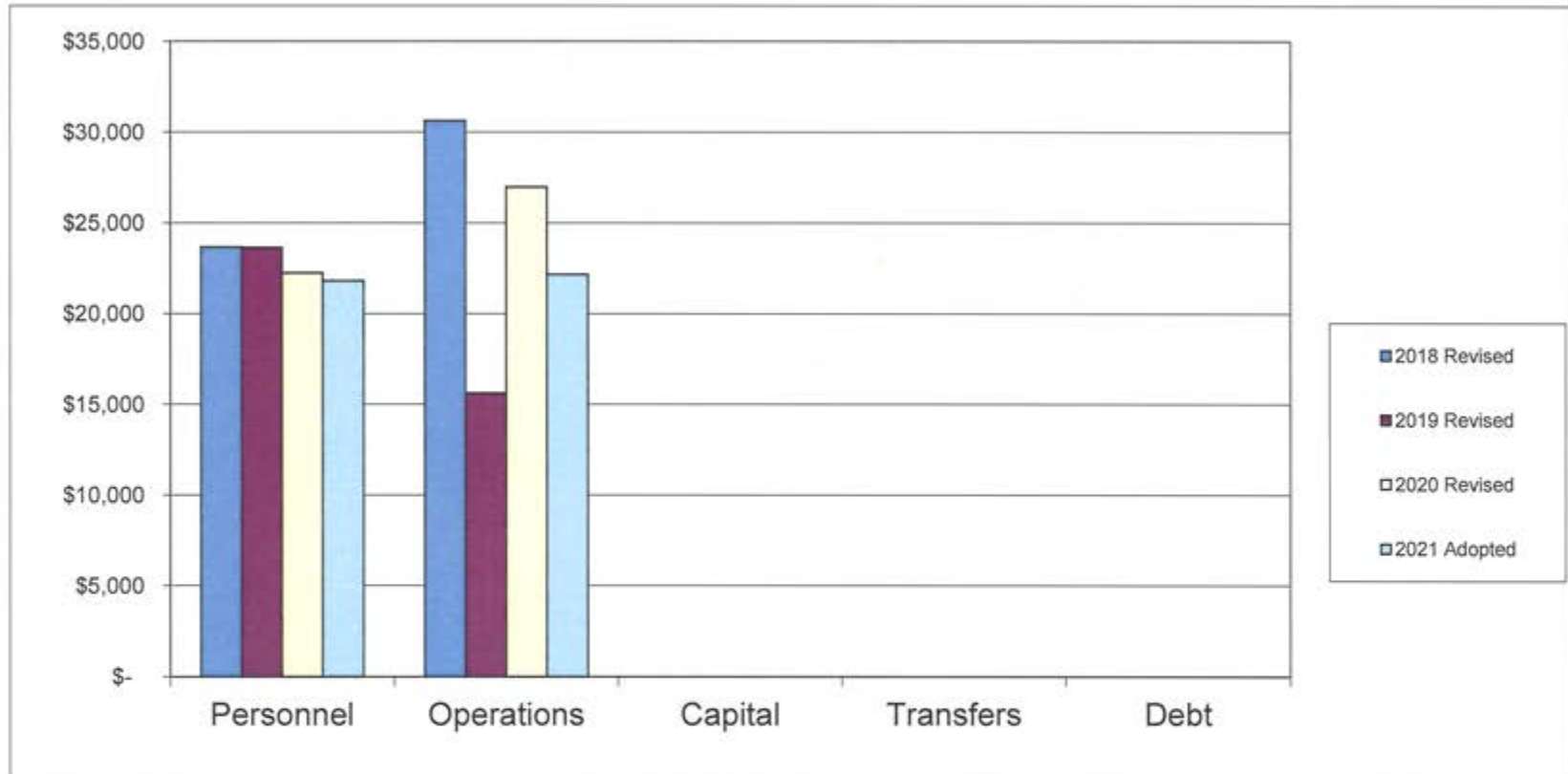
EMERGENCY MANAGEMENT

Town of Derry, NH
Emergency Management Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 23,669	\$ 23,649	\$ 22,258	\$ 21,825	-1.9%
Operations	16,168	15,618	26,979	22,169	-17.8%
Capital	-	-	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 39,837	\$ 39,267	\$ 49,237	\$ 43,994	-10.6%

Town of Derry, NH
Emergency Management Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 23,669	\$ 23,649	\$ 22,258	\$ 21,825	-1.9%
Operations	30,628	15,618	26,979	22,169	-17.8%
Capital	-	-	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 54,297	\$ 39,267	\$ 49,237	\$ 43,994	-10.6%

Town of Derry, NH

**Department Mission and Objectives
Fiscal Year 2021**

DEPARTMENT: Emergency Management	ACTIVITY CENTER:
----------------------------------	------------------

The Derry Bureau of Emergency Management (EM) leads the community effort to prepare the Town of Derry to effectively mitigate, prepare for, respond to, and recover from any natural or human-made disaster. Emergency Management assists other town departments in developing contingency emergency plans and maintains a comprehensive all hazards Emergency Operations Plan. EM serves as the coordinating agency among town departments and the conduit for communication with the NH Department of Homeland Security/Emergency Management during times of emergency/disaster.

EM maintains an Emergency Operations Center (EOC) which can be opened any day of the week, at any given time. The EOC is equipped with back-up power, computers, state of the art communication equipment and meeting space for emergency management personnel. The EOC can monitor weather conditions, communicate with the State of NH EOC, all town departments and area amateur radio operators. The EOC is also capable of broadcasting emergency information to the public through the internet, local cable television, Low Band AM Radio Station 1610 and an interactive automated telephone communication system (Code Red™). The EOC coordinates resources, monitors conditions, and coordinates emergency shelter openings as required as well as coordinated emergency response between fire, police and public works.

DEPARTMENT OBJECTIVES

We shall:

- Minimize the loss of life and damage to property from fire through educating the public to prepare for possible natural or human made disasters. Emergency Management will provide Public Information using Social Media, 1610 AM radio, Derry CATV, local media and literature. We shall provide information to the public regarding pertinent local information including shelter information, road closures and emergency supplies.
- Continue to work with the local utility companies to develop plans that will assist the Town, its citizens and businesses during power disruptions. This includes coordinating efforts with the Regional Public Health Network to prepare and respond to individuals who are power dependent because of their medical status.

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

- Enhance short and long-term plans for sheltering, warming and cooling station locations for Derry citizens. Develop a plan to increase our awareness and ability to respond to the at-risk population in Derry. This will include local as well as regional sheltering planning.
- In FY 2021 - the Bureau will conduct training, including incident command training, and conduct table top drills with all Derry Department and Bureau heads to bring those employees that have responsibilities under the EOP into compliance with national recognized standards for emergency operations through the National Response Framework.

PROGRAMS AND ACTIVITIES

Emergency Planning and Training: The Bureau is continuously reviewing and updating the Town of Derry Emergency Operations Plan and all its Emergency Support Functions (ESF). This is an on-going activity which involves bolstering of the Emergency Operations Plan (EOP) and developing policies and procedures to support it.

Community Emergency Response Team (CERT): During FY20 – Derry Emergency Management continued training with our local CERT. We look forward to watching this team progress and make our community safer during large scale incidents.

Community Notification Systems: The Bureau continues to use Social Media, Code Red™ and our low band AM radio station (1610 AM) for local information and community notification. Derry Emergency Management has made upgrades to the system by placing repeaters in Town to increase the clarity and range of the radio station.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

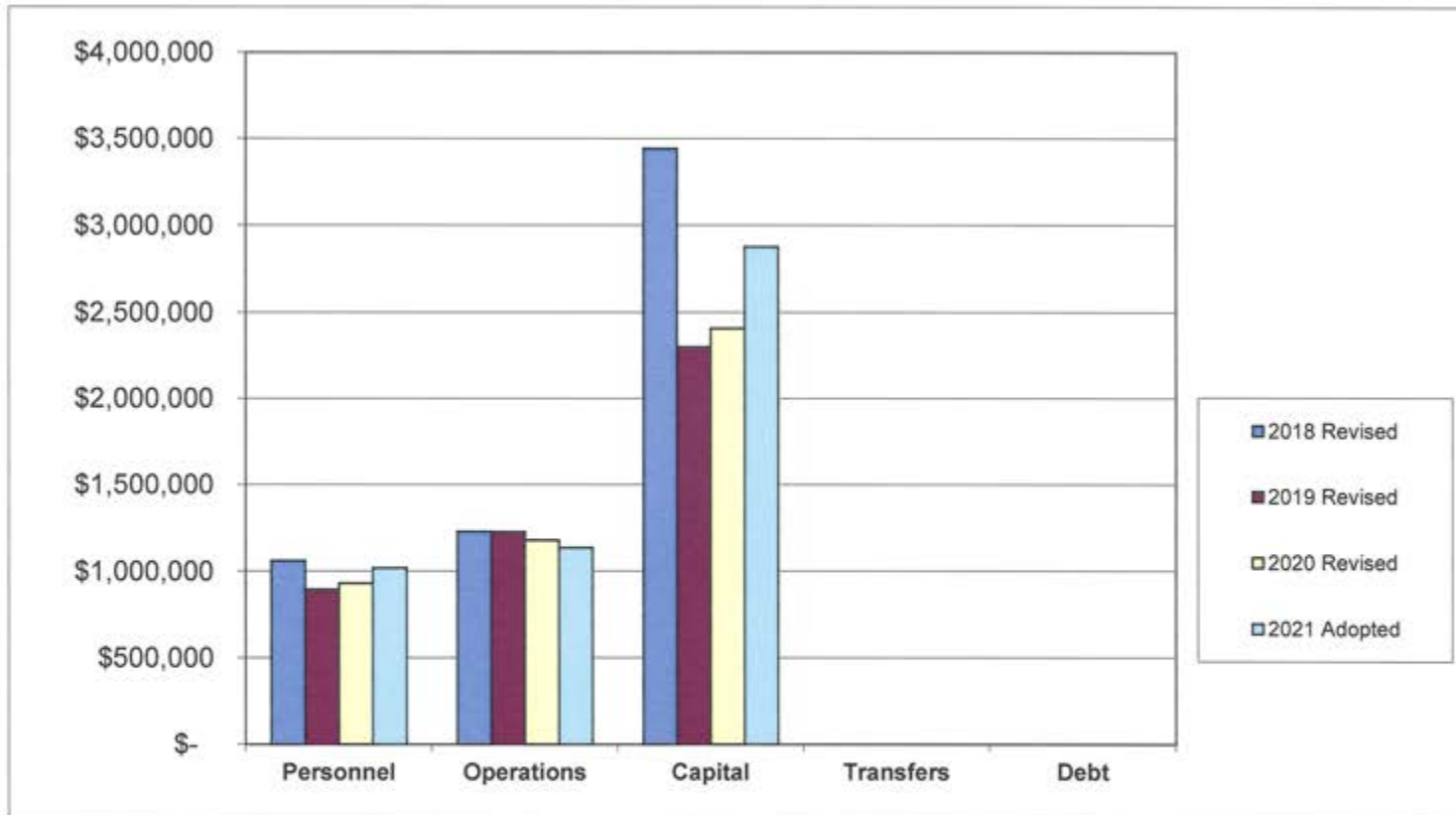
12 Department: EMERGENCY MANAGEMENT DEPT		Activity Center : EMERGENCY MANAGEMENT						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
140	EM OVERTIME	15,000	6,120	13,760	15,000	1,240	13,760	13,760
200	EM EMPLOYEE BENEFITS	5,424	2,191	5,273	5,276	3	4,840	4,840
291	EM TRAINING & CONFERENCES	2,700	283	2,700	2,700	0	2,700	2,700
292	EM UNIFORMS	525	615	525	525	0	525	525
TOTAL Personnel Services		23,649	9,208	22,258	23,501	1,243	21,825	21,825
Operations & Maintenance								
341	EM TELEPHONE	0	495	540	540	0	540	540
430	EM REPAIRS & MAINTENANCE	2,700	800	2,700	2,700	0	2,700	2,700
440	EM RENTAL & LEASES	0	0	0	0	0	0	0
550	EM PRINTING	500	0	500	500	0	500	500
560	EM DUES & SUBSCRIPTIONS	860	380	860	860	0	860	860
610	EM GENERAL SUPPLIES	1,650	1,133	4,599	4,599	0	4,599	4,599
620	EM OFFICE SUPPLIES	500	0	500	500	0	500	500
625	EM POSTAGE	50	134	50	50	0	50	50
630	EM MAINT & REPAIR SUPPLIES	3,600	3,894	3,600	3,600	0	3,600	3,600
635	EM GASOLINE	990	784	990	990	0	990	990
636	EM DIESEL FUEL	180	115	180	180	0	180	180
640	EM CUSTODIAL & HOUSEKEEPING	100	0	100	100	0	100	100
660	EM VEHICLE REPAIRS	1,000	208	1,000	1,000	0	1,000	1,000
670	EM BOOKS & PERIODICALS	150	0	150	150	0	150	150
690	EM OTHER NON CAPITAL	3,338	275	11,210	6,400	(4,810)	6,400	6,400
TOTAL Operations & Maintenance		15,618	8,323	26,979	22,169	(4,810)	22,169	22,169
Capital Outlay								
Transfers								
TOTAL EMERGENCY MANAGEMENT		39,267	17,531	49,237	45,670	(3,567)	43,994	43,994

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET					FOR PERIOD 99	
ACCOUNTS FOR:								
EMERGENCY MANAGEMENT								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
11203000 033199	FEDERAL \$ PASS THRU STATE							
		.00	.00	.00	-3,720.00	-3,720.00	.00	-100.0%
11205000 035011	EM SALE OF TOWN PROPERTY							
		-6.00	.00	.00	.00	.00	.00	.0%
TOTAL EMERGENCY MANAGEMENT								
		-6.00	.00	.00	-3,720.00	-3,720.00	.00	-100.0%

EXECUTIVE

Town of Derry, NH
Executive Department Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 1,060,887	\$ 895,130	\$ 928,869	\$ 1,018,079	9.6%
Operations	1,229,306	1,227,175	1,178,809	1,136,708	-3.6%
Capital	3,443,124	2,297,797	2,407,508	2,877,540	19.5%
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 5,733,317	\$ 4,420,102	\$ 4,515,186	\$ 5,032,327	11.5%

Excludes Cable

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: Executive

ACTIVITY CENTER: Town Administration

Mission:

Provide senior management oversight and support of all Town departments; assist the Town Council as an advisor and through policy implementation; maintain working relationships with organizations and entities to improve the quality of life in Derry; maintain a strong focus on economic development and growth of the Town's tax base; and ensure the delivery of efficient, equitable and responsive quality services to all citizens.

Objectives:

- Provide information, resources and administrative guidance to enable the Town Council to maximize its effectiveness as the Town's legislative body.
- Ensure the delivery of high-quality services to the community while maintaining prudent fiscal practices.
- Develop financial and operational contingencies to manage Town services and finances through the COVID-19 mitigation and recovery periods.
- Respond efficiently, competently and effectively to economic opportunities or economic setbacks. Utilize internal and external personnel, regional, state and federal resources, volunteers and existing businesses and enterprises in a cost-effective team approach to address any opportunities that arise. Continue to provide dedicated focus and resources on downtown development through community participation, developing Town-owned parcels and providing parking, signage, lighting and safety services. Attract and encourage continued desirable investment in the Derry Commerce Corridor Tax Increment Financing District, further enabling job creation, enhancing the tax base and providing the necessary funding for the bonds for the Route 28 improvements.
- Promote increased/enhanced employee productivity and satisfaction through effective labor and employee relations practices.
- Maintain positive cooperative beneficial relationships with Derry Cooperative School District, Pinkerton Academy, Derry Public Library and Taylor Library and always seek opportunities to improve the quality and cost of services we provide to our citizens.
- Continually review the effectiveness of the organization and seek opportunities for further improvement and streamlining of Town operations within the restrictions of available resources and applicable regulations.
- Continue to provide and enhance the delivery of public service and information through the effective use of the Town's web page and other Internet-based applications.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

30 Department: EXECUTIVE DEPT		Activity Center : ADMINISTRATION						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	ADM PERMANENT POSITIONS	343,380	345,369	354,029	375,680	21,651	371,469	371,469
130	ADM ELECTED OFFICIALS	20,600	20,600	20,600	20,600	0	20,600	20,600
140	ADM OVERTIME	250	142	250	250	0	250	250
190	ADM OTHER COMPENSATION	12,406	12,415	12,289	12,075	(214)	12,075	12,075
200	ADM EMPLOYEE BENEFITS	85,257	86,062	89,110	112,974	23,864	111,930	111,930
291	ADM TRAINING & CONFERENCES	5,000	3,046	5,000	6,800	1,800	5,800	5,800
	TOTAL Personnel Services	466,893	467,634	481,278	528,379	47,101	522,124	522,124
Operations & Maintenance								
330	ADM MANAGEMENT SERVICES	1,000	0	1,000	1,000	0	1,000	1,000
341	ADM TELEPHONE	0	186	0	540	540	540	540
390	ADM OTHER PROFESSIONAL SERVICE	10,000	28,606	10,000	10,000	0	7,500	7,500
430	ADM REPAIRS & MAINTENANCE	100	90	100	100	0	100	100
440	ADM RENTAL & LEASES	96	-166	120	168	48	168	168
550	ADM PRINTING	10,000	5,931	10,000	10,000	0	10,000	10,000
560	ADM DUES & SUBSCRIPTIONS	32,592	32,757	33,212	33,138	(74)	33,138	33,138
610	ADM GENERAL SUPPLIES	2,500	3,505	4,000	7,600	3,600	7,600	7,600
620	ADM OFFICE SUPPLIES	1,750	1,751	1,750	1,750	0	1,750	1,750
625	ADM POSTAGE	600	541	780	1,200	420	1,200	1,200
	TOTAL Operations & Maintenance	58,638	73,202	60,962	65,496	4,534	62,996	62,996
Capital Outlay								
Transfers								
	TOTAL ADMINISTRATION	525,531	540,835	542,240	593,875	51,635	585,120	585,120

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: ADMINISTRATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13002000 032101	BUSINESS LICENSES & PERMITS	-3,535.00	-3,945.00	-3,135.00	-2,695.00	-3,800.00	-3,800.00	.0%
13004000 034013	ADM COPY CHARGES	-18.00	-108.75	.00	.00	-100.00	-100.00	.0%
13005000 035061	ADM W/COMP & DISABILITY REIMB	-340.00	.00	.00	.00	.00	.00	.0%
13005000 035090	ADM MISCELLANEOUS REVENUE	.00	.00	-155.58	-156.80	.00	.00	.0%
13005000 035090 79E	79 E APPLICATION FEE	.00	.00	-150.00	.00	.00	.00	.0%
13006000 039120	TFR FROM SPECIAL REVENUE FUND	.00	.00	-169.92	.00	.00	.00	.0%
TOTAL ADMINISTRATION		-3,893.00	-4,053.75	-3,610.50	-2,851.80	-3,900.00	-3,900.00	.0%

Community Development

Town of Derry, NH
Department Mission and Objectives
Fiscal Year 2021

Department: Administration	Activity Center: Economic Dev
<p><u>Department Mission:</u></p> <p>Create short and long-term objectives for sustainable economic development and growth for the Town of Derry; align with community vision, the goals of the Planning department and Economic Development Advisory Committee and master plan; maintain working relationships with organizations and entities to increase opportunities and improve the quality of life in Derry; maintain a strong focus on economic development and growth of the Town's tax base.</p> <p><u>Department Objectives:</u></p> <ul style="list-style-type: none"> • Retain and Grow Existing Business: Provide information, resources and administrative guidance to businesses and individuals seeking to start, expand or locate a business in Derry. Create a baseline for business retention and expansion; proactively outreach to businesses; attend and create business and industry events and programs; bring forward issues; use available tools and seek out innovative solutions. • Attract New Business: Develop and implement a marketing and communication plan to assist in attracting new business to Town; support entrepreneurship; keep abreast of available properties, workforce, demographics and opportunities. • Plan for Smart, Sustainable Growth; Continuously monitor the Master Plan to ensure alignment with community vision and long-term growth, including Downtown, I-93/Exit 4A expansion and Housing sector; monitor current and potential programs and incentives. • Implement Marketing and Communication Plan; Effectively and consistently make the case for businesses to choose Derry by using effective marketing tools and materials along with a multifaceted communication plan that aligns with goals, defines target markets and includes a variety of outputs, such as social media, websites, presentations, brochures and print media, photo and video and on-brand talking points. • Resource Assessment: Ongoing review of resources, including Façade Improvement Program and other incentives; continuous evaluation of media tools; research additional tools, incentive programs and partnerships to attract new development, including job creation, priority development areas and marketing and support services. • Continually review and enhance the effectiveness of the department goals and make recommendation as needed to inform and enable effective strategies. 	

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

31 Department: EXECUTIVE DEPT		Activity Center : COMMUNITY DEVELOPMENT						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	CD PErMANENT POSITIONS	85,934	86,180	93,425	119,507	26,082	119,507	119,507
200	CD EMPLOYEE BENEFITS	33,160	33,093	34,855	39,217	4,362	38,740	38,740
291	CD TRAINING & CONFERENCES	740	2,012	740	740	0	740	740
	TOTAL Personnel Services	119,834	121,285	129,020	159,464	30,444	158,987	158,987
Operations & Maintenance								
390	CD OTHER PROFESSIONAL SERVICE	21,500	12,364	30,000	10,000	(20,000)	10,000	10,000
540	CD ADVERTISING	1,000	351	1,000	1,000	0	1,000	1,000
550	CD DUES & SUBSCRIPTIONS	2,210	1,288	2,210	2,210	0	2,210	2,210
610	CD HOSPITALITY	1,000	150	1,000	1,000	0	1,000	1,000
620	CD OFFICE SUPPLIES	500	46	500	500	0	500	500
625	CD POSTAGE	100	0	100	100	0	100	100
670	CD BOOKS & PERIODICALS	139	0	139	139	0	139	139
	TOTAL Operations & Maintenance	26,449	14,198	34,949	14,949	(20,000)	14,949	14,949
Transfers								
	TOTAL COMMUNITY DEVELOPMENT	146,283	135,483	163,969	174,413	10,444	173,936	173,936

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR: COMMUNITY DEVELOPMENT							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13106000 039120	TFR FROM SPECIAL REVENUE FUND						
	.00	.00	-162.50	.00	.00	.00	.0%
13130300 033595	NH STATE REIMBURSEMENT						
	.00	-2,183.85	.00	.00	.00	.00	.0%
TOTAL COMMUNITY DEVELOPMENT							
	.00	-2,183.85	-162.50	.00	.00	.00	.0%

Information Technology

Town of Derry, NH

**Department Mission and Objectives
Fiscal Year 2021**

DEPARTMENT: INFORMATION TECHNOLOGY AND GIS

DEPARTMENT MISSION:

It is this department's objective to provide both application and hardware support for the Town of Derry's end users and computer systems. With an emphasis on basic issues such as; training, expedited help desk support and further application/data development. In turn allowing departments to work more efficiently in providing greater services to Derry's citizens.

DEPARTMENT OBJECTIVES:

- To provide continued solutions for enhanced customer service through on-line applications.
- Continue to provide educational and application support to all end users.
- Upgrade entire virtual infrastructure to VMware 6.7
- Complete mapping planimetric updates

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

32 Department: EXECUTIVE DEPT		Activity Center : INFORMATION TECHNOLOGY						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	IT PERMANENT POSITIONS	216,059	216,669	225,091	233,257	8,166	233,257	233,257
140	IT OVERTIME	2,000	602	2,000	2,000	0	2,000	2,000
190	IT OTHER COMPENSATION	6,562	6,567	6,580	7,045	465	7,045	7,045
200	IT EMPLOYEE BENEFITS	75,557	74,099	77,100	81,383	4,283	80,566	80,566
291	IT TRAINING & CONFERENCES	8,225	3,507	7,800	29,100	21,300	14,100	14,100
TOTAL Personnel Services		308,403	301,444	318,571	352,785	34,214	336,968	336,968
Operations & Maintenance								
341	IT TELEPHONE	88,308	87,210	95,494	100,176	4,682	100,176	100,176
342	IT DATA PROCESSING	360,565	331,221	384,591	405,334	20,743	405,334	405,334
390	IT OTHER PROFESSIONAL SERVICES	8,000	7,050	11,500	9,200	(2,300)	9,200	9,200
430	IT REPAIRS & MAINTENANCE	2,500	0	2,500	2,500	0	2,500	2,500
440	IT RENTAL & LEASES	60,775	66,246	58,076	56,919	(1,157)	56,919	56,919
550	IT PRINTING	3,115	3,300	3,115	3,115	0	3,115	3,115
560	IT DUES & SUBSCRIPTIONS	649	346	969	969	0	969	969
610	IT GENERAL SUPPLIES	3,114	2,321	3,060	3,060	0	3,060	3,060
620	IT OFFICE SUPPLIES	1,000	1,496	1,000	1,000	0	1,000	1,000
625	IT POSTAGE	2,050	1,657	2,050	1,500	(550)	1,500	1,500
630	IT MAINT & REPAIR SUPPLIES	2,500	820	2,500	2,800	300	2,800	2,800
670	IT BOOKS & PERIODICALS	370	0	370	370	0	370	370
690	IT OTHER NON CAPITAL	70,000	78,887	63,928	33,920	(30,008)	20,920	20,920
TOTAL Operations & Maintenance		602,946	580,554	629,153	620,863	(8,290)	607,863	607,863
Capital Outlay								
740	IT MACHINERY & EQUIPMENT	52,157	36,536	0	0	0	0	0
TOTAL Capital Outlay		52,157	36,536	0	0	0	0	0
Transfers								
960	IT TRANSFERS TO TRUST/AGENCY F	0	0	0	12,000	12,000	0	0
TOTAL Transfers		0	0	0	12,000	12,000	0	0
TOTAL INFORMATION TECHNOLOGY		963,506	918,534	947,724	985,648	37,924	944,831	944,831

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR:							
INFORMATION TECHNOLOGY							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13203000 033793 CAB	REIMBURSEMENTS-GOVERNMENTAL						
	.00	-4,288.00	-5,614.00	-7,068.00	-7,068.00	-7,380.00	4.4%
13203000 033793 WTR	INTERGOV REIMB FROM WATER						
	.00	-17,542.00	-18,710.00	-23,137.00	-23,137.00	-22,758.00	-1.6%
13203000 033793 WW	INTERGOV REIMB FROM WASTEWTR						
	.00	-14,784.00	-15,675.00	-20,159.00	-20,159.00	-20,258.00	.5%
13204000 034012	FEES-GIS						
	-750.00	-1,200.00	-1,374.00	-300.00	-800.00	-800.00	.0%
13205000 035011	IT SALE OF TOWN PROPERTY						
	-7.00	.00	-470.15	.00	-10.00	-10.00	.0%
13205000 035090	IT MISCELLANEOUS REVENUE						
	.00	.00	-401.57	-336.56	.00	.00	.0%
TOTAL INFORMATION TECHNOLOGY							
	-757.00	-37,814.00	-42,244.72	-51,000.56	-51,174.00	-51,206.00	.1%

Human Services

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: Executive

Activity Center: Human Services

Department Mission:

To provide emergency assistance to individuals and families in Derry who lack adequate resources. We strive to improve the quality of life for those disadvantaged members of our community, in the most professional way possible.

Our department, which is contracted through Community Health Services (CHS), uses the 2012 Edition of the Art of Welfare Administration and the Town of Derry's Human Services Guidelines (Adopted July 2019) to determine client's eligibility for assistance.

CHS assists our clients in accordance with state law in a courteous and efficient manner. They provide superior customer service to the Town's citizens and the public through referrals on the telephone and assistance in person at their facility in Derry.

Department Objectives:

- 1) Provide a high level of service to the community through referrals, community outreach, and direct assistance.
- 2) Provide opportunities for customers to enroll in case management services with the goal of achieving financial self-sufficiency.
- 3) Promote fiscal responsibility for each client and devise basic need budgets.
- 4) Continue to build strong relationships with area agencies that serve our clients.
- 5) Disburse Town's funds wisely, tally disbursements accurately, and seek reimbursement, when possible.
- 6) Record welfare liens and discharges at the Rockingham County Registry of Deeds, in a timely manner.
- 7) Maintain accurate client files consisting of all applications, supporting documentation, notices of decisions, internal notes, voucher copies, and ledgers.
- 8) Maintain timely, accurate monthly statistics of assistance issued.
- 9) Continue to operate the workfare program.
- 10) Review the Town of Derry Human Services Guidelines annually and recommend updates, when necessary.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

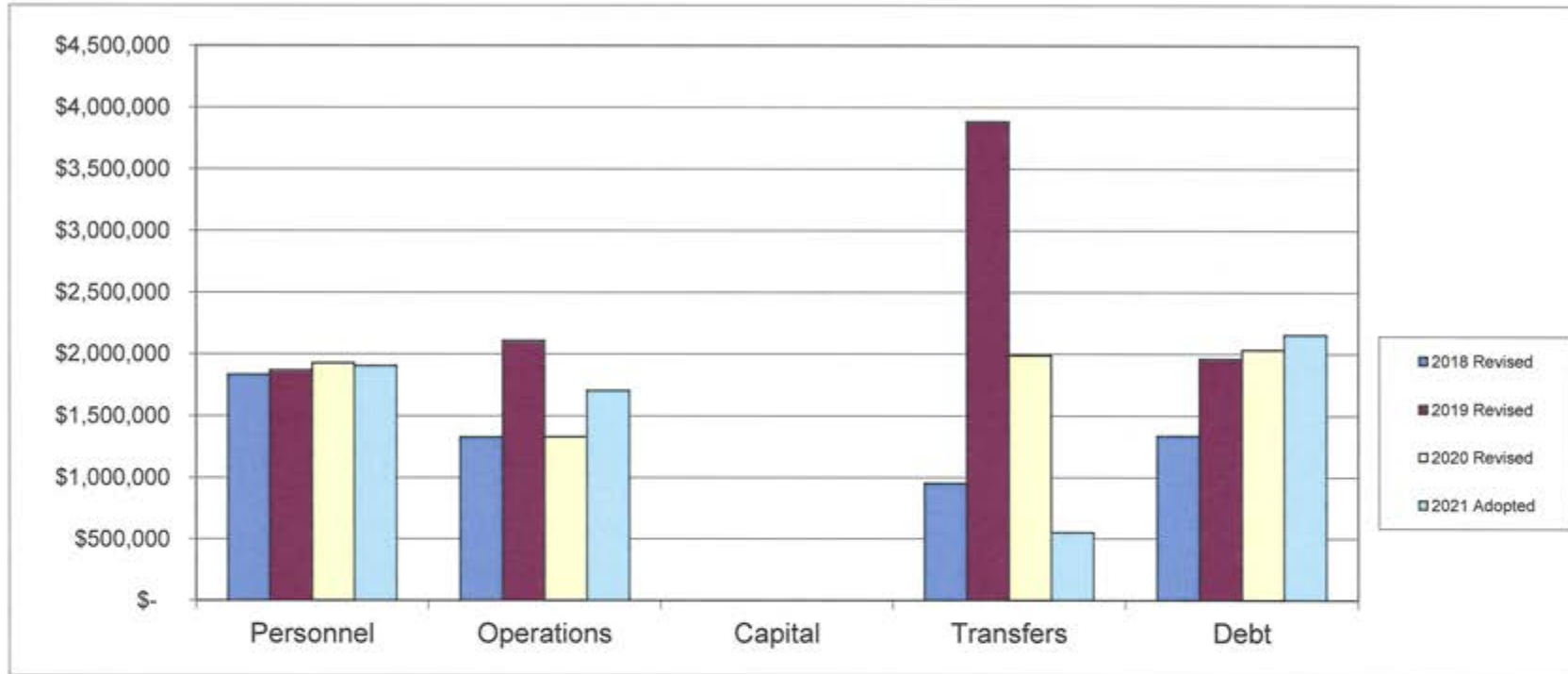
36 Department: EXECUTIVE DEPT		Activity Center : HUMAN SERVICES						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Operations & Maintenance								
390	HS OTHER PROFESSIONAL SERVICES	82,500	82,500	82,500	105,000	22,500	105,000	105,000
440	HS RENTAL & LEASES	30	0	30	0	(30)	0	0
550	HS PRINTING	100	0	100	0	(100)	0	0
560	HS DUES & SUBSCRIPTIONS	65	0	65	0	(65)	0	0
610	HS GENERAL SUPPLIES	60	0	60	0	(60)	0	0
620	HS OFFICE SUPPLIES	840	0	840	0	(840)	0	0
625	HS POSTAGE	250	0	250	0	(250)	0	0
810	HS HUMAN SERVICE PAYMENTS	88,900	85,837	88,900	88,900	0	88,900	88,900
811	HS HUMAN SERVICE PMTS-DIRECT	110,000	38,817	110,000	87,500	(22,500)	87,500	87,500
TOTAL Operations & Maintenance		282,745	207,155	282,745	281,400	(1,345)	281,400	281,400
TOTAL HUMAN SERVICES		282,745	207,155	282,745	281,400	(1,345)	281,400	281,400

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99		
ACCOUNTS FOR: HUMAN SERVICES							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13603000 033592	NH REIMB OF PUBLIC WELFARE						
	-6,455.38	-1,078.03	.00	-4.57	-1,000.00	-1,000.00	.0%
13605000 035063	HS REIMBURSEMENT-NONGOVERNMENT						
	-10,703.87	-25,891.90	-8,486.61	-7,733.55	-10,000.00	-10,000.00	.0%
13605000 035082	CONTRIBUTIONS						
	-1,000.00	-1,000.00	.00	.00	-1,000.00	-1,000.00	.0%
13606000 039160 HUMTR	TFR FROM S BROWN HS TRUST						
	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	-1,500.00	.0%
TOTAL HUMAN SERVICES							
	-19,659.25	-29,469.93	-9,986.61	-9,238.12	-13,500.00	-13,500.00	.0%

FINANCE

Town of Derry, NH
Finance Department Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 1,831,191	\$ 1,867,906	\$ 1,927,499	\$ 1,903,117	-1.3%
Operations	1,326,679	2,106,187	1,330,428	1,701,903	27.9%
Capital	-	-	-	-	N/A
Transfers	951,159	3,883,637	1,986,242	551,023	-72.3%
Debt	1,338,840	1,960,393	2,030,744	2,152,733	6.0%
Total	\$ 5,447,869	\$ 9,818,123	\$ 7,274,913	\$ 6,308,776	-13.3%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: FINANCE

ACTIVITY CENTER: FINANCE

DEPARTMENT MISSION:

To manage the Town of Derry's financial resources in an accurate and professional fashion in accordance with generally accepted accounting principles, New Hampshire state law and the Town Charter. All activity of the Department is done with the acknowledgement of the Town's stewardship responsibility to the public for efficiently utilizing the resources entrusted to it. This mission is primarily achieved through strict accounting practices, frequent comprehensive reporting, and effective budgeting and budgetary controls, while cooperating and coordinating with all town departments to ensure efficient, overall financial management.

DEPARTMENT OBJECTIVES:

1. Continue to develop and refine internal financial policies, procedures and controls to insure accurate financial reporting and training for same.
2. Provide timely and accurate financial advice to the Town Council, departments, boards and committees.
3. Assist other departments in project management through improvements in the budget preparation process, management controls, training, and direct assistance in use of procedures, forms and systems software.
4. Seek out, review and recommend, when appropriate, new technologies that will improve the delivery of service to citizens and improve the overall efficiency of the Town's operations.
5. Explore and develop future financing and revenue sources.
6. Produce a Comprehensive Annual Financial Report that continues to receive an annual "Certificate of Achievement for Excellence in Financial Reporting" award from the Government Finance Officers Association of the United States and Canada.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

40 Department: FINANCE DEPT		Activity Center : FINANCE						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	FIN PERMANENT POSITIONS	446,953	446,834	479,136	498,503	19,367	498,503	431,253
120	FIN TEMPORARY POSITIONS	2,304	0	2,304	0	(2,304)	0	0
140	FIN OVERTIME	2,500	0	2,500	2,500	0	2,500	2,500
190	FIN OTHER COMPENSATION	7,869	7,893	8,144	8,414	270	8,414	8,414
200	FIN EMPLOYEE BENEFITS	165,428	163,703	174,771	183,825	9,054	181,585	168,835
291	FIN TRAINING & CONFERENCES	5,460	3,382	2,900	2,900	0	2,900	2,900
TOTAL Personnel Services		630,514	621,812	669,755	696,142	26,387	693,902	613,902
Operations & Maintenance								
301	FIN AUDITING SERVICES	94,400	48,000	50,400	50,400	0	50,400	50,400
341	FIN TELEPHONE	540	540	540	1,080	540	1,080	1,080
390	FIN OTHER PROFESSIONAL SERVICE	22,238	5,273	5,738	14,810	9,072	1,810	1,810
430	FIN REPAIRS & MAINTENANCE	455	740	740	780	40	780	780
440	FIN RENTAL & LEASES	432	318	300	324	24	324	324
550	FIN PRINTING	1,770	3,073	3,100	3,100	0	3,100	3,100
560	FIN DUES & SUBSCRIPTIONS	355	859	375	375	0	375	375
610	FIN GENERAL SUPPLIES	0	288	100	100	0	100	100
620	FIN OFFICE SUPPLIES	6,000	4,224	5,400	5,400	0	5,400	5,400
625	FIN POSTAGE	5,100	3,676	3,840	3,720	(120)	3,720	3,720
630	FIN MAINT & REPAIR SUPPLIES	100	0	100	100	0	100	100
690	FIN OTHER NON CAPITAL	100	3,466	100	100	0	100	100
TOTAL Operations & Maintenance		131,490	70,456	70,733	80,289	9,556	67,289	67,289
Capital Outlay								
Transfers								
TOTAL FINANCE		762,004	692,267	740,488	776,431	35,943	761,191	681,191

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET				FOR PERIOD 99		
ACCOUNTS FOR:								
FINANCE								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
14003000 033595	NH STATE REIMBURSEMENT	.00	.00	.00	-727.26	.00	.00	.0%
14005000 035061	FIN W/COMP & DISABILITY REIMB	-6,750.00	-950.00	-2,100.00	-8,400.00	.00	.00	.0%
14005000 035063	REIMBURSEMENTS-NONGOVERNMENTAL	-4,337.60	11.36	.00	.00	-100.00	-100.00	.0%
14005000 035066	INSURANCE CLAIM REIMBURSEMENT	.00	.00	.00	.00	-500.00	-500.00	.0%
14005000 035090	FIN MISCELLANEOUS REVENUE	12,641.69	-125.15	-53.07	-899.57	.00	.00	.0%
TOTAL FINANCE		1,554.09	-1,063.79	-2,153.07	-10,026.83	-600.00	-600.00	.0%

Assessing

Town of Derry

Department Mission and Objectives

Fiscal Year 2021

Department: Finance	ACTIVITY CENTER: Assessing
<p>Department Mission: Assure that no property class or individual property is bearing any more or less of the tax burden than is justified based upon the market conditions existing on April 1, of each year. This is accomplished in accordance with the Constitution of the State of New Hampshire, State Statutes, Assessment Standard Board (ASB), and the State of New Hampshire Department of Revenue Administration (DRA) rules that may apply to municipalities and the assessment function, including policies as established by the Derry Board of Assessors (Town Council). Assessing's mission is also accomplished utilizing professionally accepted appraisal/assessment practices and procedures as outlined by the International Association of Assessing Officers (IAAO) and The Appraisal Foundation's National Uniform Standards of Professional Appraisal Practice (USPAP). Continuing education of Appraisal and Support Staff personnel is an integral part of Assessing's mission.</p>	
<p>Department Objectives: Derry was scheduled for Assessment Certification/Review by DRA effective for April 1, 2015 and thereafter each five year period, i.e. 2020, 2025 and 2030 etc. We are currently recertifying all exemptions, credits and current use on a rotating basis to prepare for compliance in 2020.</p> <p>Derry's Equalization Ratio for 2019 is yet to be certified by the DRA but we estimate the Equalization Ratio will be at 89%, meaning that locally assessed property values when compared to valid sales occurring throughout Town show that assessments are lower than current market sales.</p> <p>A. INSPECTION:</p> <ul style="list-style-type: none">• Continuous cycled inspections (by property class and/or geographic areas) typically 20 to 25% of all residential properties are done each year. The object is to verify data elements on the property record card with what is actually present at the property.• Inspection of commercial and industrial properties on an as needed basis, at least once within a three year period.• Annual in field inspection and reviews of properties that have sold.• Annual in field inspection and review of all properties with outstanding building permits. <p>B. ECONOMICS:</p> <ul style="list-style-type: none">• Periodic surveys for current building costs.• Annual reviews of all sales and land assessments.• Income and expense questionnaires to all commercial/industrial properties (in 2018). <p>C. APPRAISALS:</p> <ul style="list-style-type: none">• Annual reviews and reappraisals for all property classes by;<ul style="list-style-type: none">a. sub-divisions, economic neighborhoods, vacant landb. residential single family propertiesc. multi-family propertiesd. condominiums (all types of ownership)e. commercial, industrial, and exempt properties• Analysis of features- residential properties;<ul style="list-style-type: none">a. by age: older homes vs. mid-life homes vs. new homesb. by style: ranches vs. colonials vs. contemporaries, etc.c. by size: large homes vs. smaller homes	

- Taxpayer notification of pending area reviews, with a follow up letter requesting the taxpayer contact the office for an interior inspection when no one was home during the initial visit.

D. RESOURCES:

- Computer software & hardware (continuous upgrade of hardware & software as technology develops) – **a priority for the department.**
- All staff members will be given the opportunity to attend various education seminars and classes throughout the year. This is intended to retain an educated work force in the assessment field.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

38 Department: FINANCE DEPT		Activity Center : ASSESSOR						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	ASR PERMANENT POSITIONS	105,456	105,752	107,860	109,730	1,870	109,730	109,730
140	ASR OVERTIME	225	130	225	225	0	225	225
190	ASR OTHER COMPENSATION	1,800	1,805	1,990	2,080	90	2,080	2,080
200	ASR EMPLOYEE BENEFITS	38,583	38,511	39,321	41,310	1,989	40,837	40,837
291	ASR TRAINING & CONFERENCES	3,200	2,379	3,200	3,200	0	3,200	3,200
	TOTAL Personnel Services	149,264	148,577	152,596	156,545	3,949	156,072	156,072
Operations & Maintenance								
312	ASR ASSESSING	426,081	285,575	300,000	264,610	(35,390)	264,610	264,610
390	ASR OTHER PROFESSIONAL SVS	200	110	200	200	0	200	200
430	ASR REPAIRS & MAINTENANCE	0	0	0	0	0	0	0
440	ASR RENTAL & LEASES	240	154	240	240	0	240	240
490	ASR OTHER PROPERTY RELATED SVS	1	0	1	1	0	1	1
550	ASR PRINTING	4,300	1,841	3,400	3,400	0	3,400	3,400
560	ASR DUES & SUBSCRIPTIONS	2,776	2,662	2,816	2,920	104	2,920	2,920
620	ASR OFFICE SUPPLIES	2,000	1,828	2,000	2,000	0	2,000	2,000
625	ASR POSTAGE	5,322	4,994	5,732	5,270	(462)	5,270	5,270
690	ASR OTHER NON CAPITAL	250	0	250	250	0	250	250
	TOTAL Operations & Maintenance	441,170	297,214	314,639	278,891	(35,748)	278,891	278,891
Capital Outlay								
Transfers								
	TOTAL ASSESSOR	590,434	445,790	467,235	435,436	(31,799)	434,963	434,963

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021			FY2021 BUDGET			FOR PERIOD 99	
ACCOUNTS FOR: ASSESSOR							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13801000 031850	TIMBER TAX RSA 79.3						
	-3,087.16	-469.63	-4,688.60	-3,785.83	-2,000.00	-2,000.00	.0%
13801000 031860	PAYMENTS IN LIEU OF TAXES						
	-88,724.74	-95,857.82	-80,152.00	-79,978.00	-80,152.00	-80,000.00	-.2%
13803000 033560	NH STATE & FOREST LAND REIM						
	-4,561.30	-4,863.51	-4,299.94	.00	-7,404.00	-4,954.00	-33.1%
13804000 034013	ASR COPY CHARGES						
	-80.50	-66.00	-111.50	-88.00	-200.00	-200.00	.0%
13804000 034019	RECORDING FEE REVENUE						
	-42.98	-21.49	-42.98	.00	-100.00	-100.00	.0%
13805000 035011	SALE OF TOWN PROPERTY						
	.00	.00	-37.25	.00	.00	.00	.0%
13805000 035090	ASR MISCELLANEOUS REVENUE						
	-261.25	-255.00	-50.25	-50.75	-300.00	-300.00	.0%
TOTAL ASSESSOR							
	-96,757.93	-101,533.45	-89,382.52	-83,902.58	-90,156.00	-87,554.00	-2.9%

Tax Collector

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: FINANCE	ACTIVITY CENTER: TAX COLLECTION
<u>Department Mission:</u> <p>To serve the residents of Derry and Town of Derry Departments in an efficient and courteous manner in accordance with New Hampshire state statute. The Tax Collector's office provides motor vehicle registration, boat registration and revenue collections, including the collection of property tax, utility billing, and general billing to the public.</p> <p>To maintain Municipal Agent Certification, as well as obtain information of statute and policy updates, continuous training is required for the staff. Training is offered by the New Hampshire Tax Collector's Association, New Hampshire City and Town Clerk's Association (relating to motor vehicles), Department of Revenue Administration, municipal software providers, the State Bureau of Education & Training, NH Municipal Association and NH Primex.</p> <p>To provide online visibility of tax and utility bills with balance inquiry detail, as well as tax bill reprint capability. In addition to providing optional payment methods to meet the needs of the Town and its citizens, e.g. online payment options for taxes, general billing, and motor vehicle, the utilization of retail lockbox services, inside and outside drop-off boxes, drive-up service and an ATM machine conveniently located in the municipal building lobby.</p> <p>To properly record the collection of revenue funds on behalf of the Town and State in a timely manner.</p> <p>To assure the timely recording of tax liens and redemptions at the Rockingham County Registry of Deeds.</p> <p>To advise the Town Council of property eligible for tax deeding due to non-payment of tax liens and execute the Tax Collector's Deed in accordance with state statute.</p> <p>To advise the Town Council of deeded property eligible for disposition in accordance with the State Statute and Town Code.</p> <u>Department Objectives:</u> <ol style="list-style-type: none">1. To implement the efficient and secure method of acceptance of credit card payments for other town departments.2. Pursue further training for staff, allowing them to achieve their highest level of professional knowledge.3. Encourage citizens to seek information available on the Town's webpage to better assist them in their quest for answers.4. Continue educating taxpayers on the process of tax collection, as allowed by state statute, to decrease the number of delinquent taxpayers.5. Strive to keep office costs down while maintaining excellent customer service.	

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

42 Department: FINANCE DEPT		Activity Center : TAX COLLECTOR						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	TAX PERMANENT POSITIONS	299,170	276,020	303,848	318,143	14,295	318,143	318,143
140	TAX OVERTIME	10,866	10,143	12,375	8,375	(4,000)	8,375	8,375
190	TAX OTHER COMPENSATION	15,710	15,646	15,801	16,016	215	16,016	16,016
200	TAX EMPLOYEE BENEFITS	97,721	88,692	97,969	102,387	4,418	101,370	101,370
291	TAX TRAINING & CONFERENCES	4,060	5,893	6,510	8,160	1,650	7,160	7,160
	TOTAL Personnel Services	427,527	397,144	436,503	453,081	16,578	451,064	451,064
Operations & Maintenance								
320	TAX LEGAL	15,000	3,091	8,400	9,800	1,400	9,000	9,000
340	TAX BANKING SERVICES	3,290	3,312	3,290	3,800	510	3,800	3,800
342	TAX DATA PROCESSING	6,500	0	6,500	0	(6,500)	0	0
390	TAX OTHER PROFESSIONAL SVS	28,310	27,604	26,560	23,100	(3,460)	23,100	23,100
412	TAX WATER	500	54	500	500	0	500	500
413	TAX SEWER	325	0	325	325	0	325	325
430	TAX REPAIRS & MAINTENANCE	0	0	0	0	0	0	0
440	TAX RENTAL & LEASES	1,176	1,400	1,176	1,416	240	1,416	1,416
550	TAX PRINTING	4,500	5,049	5,200	11,128	5,928	11,128	11,128
560	TAX DUES & SUBSCRIPTIONS	190	80	265	265	0	265	265
620	TAX OFFICE SUPPLIES	7,500	7,580	7,500	5,000	(2,500)	5,000	5,000
625	TAX POSTAGE	28,845	27,193	31,850	32,150	300	32,150	32,150
670	TAX BOOKS & PERIODICALS	100	400	800	800	0	800	800
690	TAX OTHER NON CAPITAL	0	530	0	0	0	0	0
820	TAX OTHER EXPENSES	2,100	-168	2,100	2,100	0	2,100	2,100
	TOTAL Operations & Maintenance	98,336	76,125	94,466	90,384	(4,082)	89,584	89,584
Capital Outlay								
750	TAX FURNITURE & FIXTURES	0	0	0	0	0	0	0
	TOTAL Capital Outlay	0	0	0	0	0	0	0
Transfers								
960	TAX TFR TO TRUST/AGENCY FUND	275,900	278,450	275,900	274,500	(1,400)	274,500	274,500

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

42 Department: FINANCE DEPT		Activity Center : TAX COLLECTOR						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
	TOTAL Transfers	275,900	278,450	275,900	274,500	(1,400)	274,500	274,500
	TOTAL TAX COLLECTOR	801,763	751,719	806,869	817,965	11,096	815,148	815,148

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: TAX COLLECTOR		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
14201000	031890	BOAT TAX RSA 84.1 -11,686.93	-12,600.86	-13,400.66	-8,467.14	-11,500.00	-11,500.00	.0%
14201000	031900	INT/PEN DELINQ TAXES RSA 76.13 -406,563.67	-378,191.04	-357,522.77	-186,157.96	-300,000.00	-250,000.00	-16.7%
14201007	031900	INT & PENALTY-DELINQ TAX .00	.00	32.63	-40,538.08	.00	.00	.0%
14202001	032201	MOTOR VEHICLE PERMIT DECALS -121,359.00	-121,534.00	-123,915.00	-102,997.00	-122,700.00	-122,700.00	.0%
14202001	032202	MOTOR VEHICLE REGISTRATION -5,800,293.68	-6,033,681.89	-6,238,598.50	-5,249,498.10	-5,800,000.00	-5,900,000.00	1.7%
14202001	032203	MOTOR VEHICLE TITLE FEE -16,762.00	-17,426.00	-17,244.00	-13,312.00	-17,000.00	-16,500.00	-2.9%
14202001	032906	TRIMF TC TRANSPORTATION IMPROVE FEE -186,435.00	-186,780.00	-188,685.00	-157,725.00	-185,000.00	-185,000.00	.0%
14202001	032906	WTREC WASTE TIRE RECLAMATION FEE -107,488.00	-107,630.00	-108,634.00	-90,933.00	-107,000.00	-108,000.00	.9%
14204000	034013	TAX COPY CHARGES -46.00	-45.00	-24.00	-27.00	-40.00	.00	-100.0%
14204000	034019	CURR USE RELEASE FEE .00	.00	.00	.00	-100.00	.00	-100.0%
14205000	035011	SALE OF TOWN PROPERTY -136.00	.00	.00	-3,250.00	.00	.00	.0%
14205000	035012	TAX SALE OF TAXDEEDED PROPERTY -201,660.75	-111,275.53	-68,939.65	-131,018.13	-200,000.00	-150,000.00	-25.0%
14205000	035043	TAX MISC & BAD CK FEE REVENUE 1,319.55	-1,065.94	2,413.36	-1,489.71	-2,000.00	-2,000.00	.0%
14205000	035061	TAX W/COMP & DISABILITY REIMB .00	.00	-1,191.84	.00	.00	.00	.0%
14205000	035063	REIMBURSEMENTS-NONGOVERNMENTAL -299.26	-423.14	-307.78	-293.27	.00	.00	.0%
14205000	035090	TAX MISCELLANEOUS REVENUE -3,884.82	-2,076.16	-1,971.49	-2,002.46	-1,200.00	-1,700.00	41.7%
TOTAL TAX COLLECTOR		-6,855,295.56	-6,972,729.56	-7,117,988.70	-5,987,708.85	-6,746,540.00	-6,747,400.00	.0%

OMO

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

44 Department: FINANCE DEPT		Activity Center : OTHER MUNICIPAL OBLIGATIONS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
120	OMO TEMP WAGES	720	1,202	900	900	0	900	900
190	OMO OTHER COMPENSATION	414,972	773,929	421,377	429,782	8,405	429,782	429,782
200	OMO BENEFITS	247,469	319,409	246,368	253,997	7,629	251,397	251,397
	TOTAL Personnel Services	663,161	1,094,540	668,645	684,679	16,034	682,079	682,079
Operations & Maintenance								
320	OMO LEGAL SERVICES	150,000	138,495	150,000	150,000	0	150,000	150,000
330	OMO MANAGEMENT SERVICES	12,723	11,277	18,723	10,723	(8,000)	9,723	9,723
390	OMO OTHER PROFESSIONAL SVS	811,679	775,169	2,500	22,928	20,428	22,928	22,928
412	OMO HYDRANTS	419,056	418,156	420,060	419,856	(204)	419,856	419,856
480	OMO PROPERTY INSURANCE NOC	235,985	235,985	212,307	219,601	7,294	219,601	219,601
490	OMO OTHER PROPERTY SERVICES	0	0	0	396,031	396,031	396,031	396,031
830	OMO REGIONAL BUS SERVICE PMT	47,000	47,000	47,000	48,000	1,000	48,000	48,000
	TOTAL Operations & Maintenance	1,676,443	1,626,476	850,590	1,267,139	416,549	1,266,139	1,266,139
Capital Outlay								
Transfers								
		0	0	356,031	0	(356,031)	0	0
910	OMO TFR TO SPECIAL REVENUE	11,000	11,000	11,000	11,000	0	0	0
930	OMO TFR TO CAPITAL PROJ FUND	3,346,737	3,346,736	1	1	0	1	1
950	OMO TFR TO ENTERPRISE FUND	0	0	0	0	0	0	0
960	OMO TFR TO CAPITAL RESERVE	250,000	0	1,387,812	276,522	(1,111,290)	276,522	276,522
	TOTAL Transfers	3,607,737	3,104,424	1,754,844	287,523	(1,467,321)	276,523	276,523
Debt Service								
980	OMO DEBT SERVICE	1,960,393	1,643,424	1,985,942	2,152,733	166,791	2,152,733	2,152,733
	TOTAL Debt Service	1,960,393	1,643,424	1,985,942	2,152,733	166,791	2,152,733	2,152,733
	TOTAL OTHER MUNICIPAL OBLIGATIONS	7,907,734	7,468,864	5,260,021	4,392,074	(867,947)	4,377,474	4,377,474

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR:								
OTHER MUNICIPAL OBLIGATIONS								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
14403000	033520	NH MEALS & ROOMS TAX						
		-1,703,724.40	-1,696,627.31	-1,692,821.81	-1,689,516.66	-1,689,517.00	-1,689,517.00	.0%
14403000	033594	NH STATE GRANT AWARDS						
		.00	.00	.00	-3,046.00	.00	-8,171.00	.0%
14403000	033595	NH STATE REIMBURSEMENT						
		.00	.00	.00	.00	.00	-496,031.00	.0%
14403000	033595	SHARE NH STATE REIMBURSEMENT						
		.00	.00	.00	-356,030.86	-356,031.00	.00	-100.0%
14403000	033793	INTERGOVERNMENT REIMBURSEMEN						
		-31.56	.00	-18,154.00	-12,138.00	-13,650.00	-14,700.00	7.7%
14405000	035011	SALE OF TOWN PROPERTY						
		.00	-1.00	.00	.00	.00	.00	.0%
14405000	035020	INTEREST REVENUE						
		-217,639.67	-424,286.61	-709,501.92	-528,644.64	-527,000.00	-289,000.00	-45.2%
14405000	035020	BRADY INTEREST REVENUE-WW NOTE						
		.00	.00	-29,658.30	-12,213.88	-12,214.00	-9,294.00	-23.9%
14405000	035020	CBA CBA EXP TRUST INT REVENUE						
		.00	-2,173.11	-5,068.92	-3,324.12	.00	.00	.0%
14405000	035020	DPLCI INTEREST REVENUE						
		-132.57	-4.60	.00	.00	.00	.00	.0%
14405000	035020	DPLD DPL DONATION EXP TRST INT REV						
		.00	-24.15	-76.12	-50.88	.00	.00	.0%
14405000	035020	EGOV INTEREST REVENUE						
		-964.45	-1,762.52	.00	.00	.00	.00	.0%
14405000	035020	EMEQ INTEREST REVENUE						
		-.03	-.14	.00	.00	.00	.00	.0%
14405000	035020	EMT INTEREST REVENUE						
		.00	-2,424.02	.00	.00	.00	.00	.0%
14405000	035020	FCR FIRE CAP RES INTEREST REVENUE						
		-9,190.14	-23,302.08	.00	.00	.00	.00	.0%
14405000	035020	FF&E INTEREST REVENUE						
		-168.48	-364.97	.00	.00	.00	.00	.0%
14405000	035020	GFCFA INTEREST REVENUE						
		-19,918.78	-50,241.58	.00	.00	.00	.00	.0%
14405000	035020	HWYMA INTEREST REVENUE						
		-1,190.43	-691.48	.00	.00	.00	.00	.0%
14405000	035020	MOORE TAY LIB-MOORE EXP TRST INT REV						
		.00	-105.19	-258.26	-169.36	.00	.00	.0%
14405000	035020	PARKF INTEREST REVENUE						
		-587.14	-1,524.48	.00	.00	.00	.00	.0%
14405000	035020	PCR POL CP CAP RES INTEREST REV						
		-5,557.42	-13,301.05	.00	.00	.00	.00	.0%
14405000	035020	PWCR PUBWKS RES INTEREST REVENUE						
		-9,462.51	-22,525.23	.00	.00	.00	.00	.0%
14405000	035020	SPOFF TAY LIB SPOFFARD EXP TRST INT						
		.00	-369.76	-907.69	-595.25	.00	.00	.0%
14405000	035020	TLCI INTEREST REVENUE						
		-1,217.94	-3,792.01	.00	.00	.00	.00	.0%
14405000	035020	WESTN TAY LIB WESTON EXP TRST INT RV						
		.00	-272.81	-669.73	-439.21	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

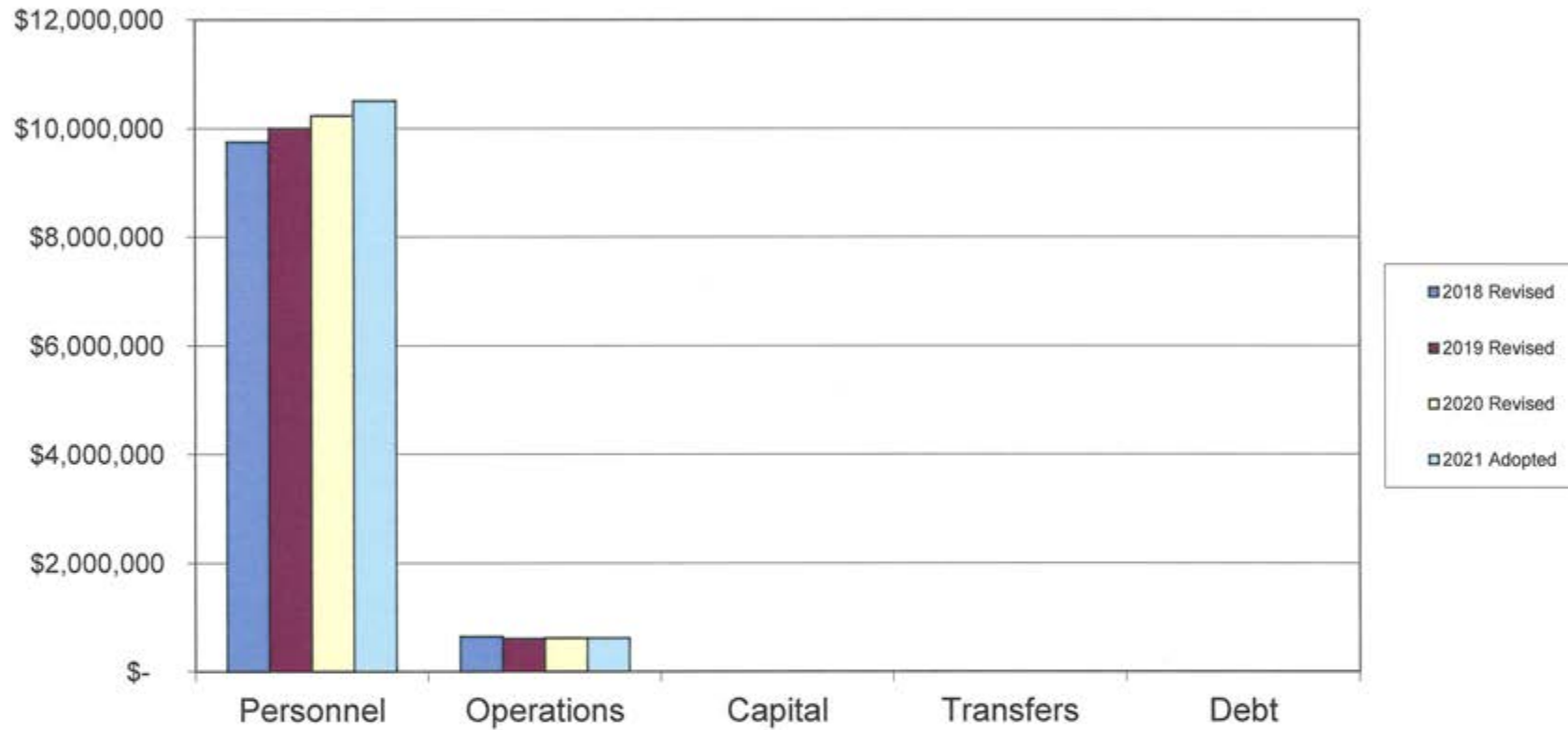
ACCOUNTS FOR:		OBLIGATIONS		PRIOR FY3	PRIOR FY2	LAST FY1	CY	CY REV	PROJECTION	PCT
OTHER MUNICIPAL				ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	LEVEL 5	CHANGE
14405000	035022	CBA	GAIN ON FAIR MKT VALUE-INVESTM	.00	263.19	-6,945.54	5,837.19	.00	.00	.0%
14405000	035022	DPLCI	GAIN ON FAIR MKT VALUE-INVESTM	186.10	3.13	.00	.00	.00	.00	.0%
14405000	035022	DPLD	GAIN ON FAIR MKT VALUE-INVESTM	.00	3.07	-105.34	89.37	.00	.00	.0%
14405000	035022	EGOV	GAIN ON FAIR MKT VALUE-INVESTM	555.80	933.20	.00	.00	.00	.00	.0%
14405000	035022	EMEQ	GAIN ON FAIR MKT VALUE-INVESTM	.00	.07	.00	.00	.00	.00	.0%
14405000	035022	EMT	GAIN ON FAIR MKT VALUE-INVESTM	.00	1,873.86	.00	.00	.00	.00	.0%
14405000	035022	FCR	FIRE CAPRES GAIN ON FMV-INVEST	5,597.09	15,239.01	.00	.00	.00	.00	.0%
14405000	035022	FF&E	GAIN ON FAIR MKT VALUE-INVESTM	443.75	249.92	.00	.00	.00	.00	.0%
14405000	035022	GFCA	GAIN ON FAIR MKT VALUE-INVESTM	8,936.08	34,407.07	.00	.00	.00	.00	.0%
14405000	035022	HWYMA	GAIN ON FAIR MKT VALUE-INVESTM	517.14	689.73	.00	.00	.00	.00	.0%
14405000	035022	MOORE	GAIN ON FAIR MKT VALUE-INVESTM	.00	13.38	-353.83	297.41	.00	.00	.0%
14405000	035022	PARKF	GAIN ON FAIR MKT VALUE-INVESTM	255.05	1,043.99	.00	.00	.00	.00	.0%
14405000	035022	PCR	GAIN ON FAIR MKT VALUE-INVESTM	3,272.26	9,404.94	.00	.00	.00	.00	.0%
14405000	035022	PWCR	PW GAIN ON FAIR MKT VAL-INVEST	4,423.07	11,875.35	.00	.00	.00	.00	.0%
14405000	035022	SPOFF	GAIN ON FAIR MKT VALUE-INVESTM	.00	47.10	-1,243.69	1,045.31	.00	.00	.0%
14405000	035022	TLCI	GAIN ON FAIR MKT VALUE-INVESTM	474.50	2,473.24	.00	.00	.00	.00	.0%
14405000	035022	WESTN	GAIN ON FAIR MKT VALUE-INVESTM	.00	34.76	-917.67	771.29	.00	.00	.0%
14405000	035063		REIMBURSEMENTS-NONGOVERNMENTAL	-2,302.24	.00	.00	-3,000.00	.00	-3,000.00	.0%
14405000	035090		MISCELLANEOUS REVENUE	-66.74	-374.83	-3,843.78	-14,617.72	.00	.00	.0%
14406000	039120		TFR FROM SPECIAL REVENUE FUND	.00	.00	-214.50	.00	.00	.00	.0%
14406000	039120	DPL	TFR FROM SPECIAL REVENUE FUND	-2,746.70	-850.00	.00	.00	.00	.00	.0%
14406000	039120	TAY	TFR FROM SPECIAL REVENUE FUND	-113,797.41	.00	.00	.00	.00	.00	.0%
14406000	039141	MTBE	TFR FROM WATER-MTBE	-1,784,297.58	-1,081,960.42	.00	.00	.00	.00	.0%
14406000	039142		TRANSFER FROM CABLE	-100,000.00	.00	.00	.00	.00	.00	.0%
14407000	039340		BOND & NOTE	.00	.00	-4,019,000.00	.00	.00	.00	.0%
14407000	039360		PREMIUM ON BOND SALE							

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99		
ACCOUNTS FOR:								
OTHER MUNICIPAL OBLIGATIONS		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
		.00	.00	-494,945.50	.00	.00	.00	.0%
14408002	039390	OMO CAPITAL LEASE REVENUE						
		.00	-26,943.82	.00	.00	.00	.00	.0%
14409000	039399	BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	.00	-1,757,812.00	-1,071,072.00	-39.1%
14409000	039399	COV19 BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	.00	.00	-158,000.00	.0%
14409000	039399	EGOV BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	.00	-39,238.00	.00	-100.0%
14409000	039399	EMT BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	.00	.00	-127,110.00	.0%
14409000	039399	FCR BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	-510,613.00	-510,610.00	-438,438.00	-14.1%
14409000	039399	GFCA USE GFCA CAP RESERVE FUND BAL						
		.00	.00	.00	-268,687.00	.00	.00	.0%
14409000	039399	PCR BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	-152,252.00	-169,711.00	-169,711.00	.0%
14409000	039399	PWCR BUDGETARY USE OF FUND BALANCE						
		.00	.00	.00	-347,982.00	-347,981.00	-381,720.00	9.7%
TOTAL OTHER MUNICIPAL OBLIGA								
		-3,948,335.35	-3,275,368.16	-6,984,686.60	-3,895,280.01	-5,423,764.00	-4,855,764.00	-10.5%

FIRE

**Town of Derry, NH
Fire Department Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 9,757,258	\$ 10,007,863	\$ 10,234,459	\$ 10,513,836	2.7%
Operations	647,090	605,531	617,263	621,848	0.7%
Capital	0	0	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	0	0	-	-	N/A
Total	\$ 10,404,348	\$ 10,613,394	\$ 10,851,722	\$ 11,135,684	2.6%

Town of Derry, NH
Department Mission and Objectives
Fiscal Year 2021

DEPARTMENT: Fire

ACTIVITYCENTER:

The Core Values of the Derry Fire Department continue to be Excellence through Professionalism, Integrity and Compassion.

The vision for our Fire Department is to improve quality of life through innovative community risk reduction programs and effective delivery of emergency services as validated through accreditation and professional standards.

The mission of the Derry Fire Department is ***"Plan, Prevent, Provide."*** In other words - to plan for emergency incidents and events; to prevent those incidents from occurring, and when we are unable to prevent them; to provide the highest level of fiscally responsible, effective, and efficient services in order to enhance the health, welfare and safety of the residents, visitors and businesses in the Town of Derry.

Emergency services provided by the Derry Fire Department include fire code compliance inspections and plan reviews, public safety education and training, fire suppression, advanced life support - emergency medical transport services, hazardous material incident mitigation, technical rescue and emergency dispatch services to Derry and other local contract towns, as well as, other services required to insure the safety of the residents and visitors of the community.

DEPARTMENT OBJECTIVES

We shall:

- Minimize the loss of life and damage to property from fire through public education and code compliance; along with competent and timely emergency medical responses that provide high quality pre-hospital advanced and basic life support treatment and emergency transport services to community residents and visitors; technical rescues services necessitated by growing commercial development of Derry and its roadways; and fire suppression services to community residents and visitors to the community who experience fires.
- Provide a safe work environment for our members through an active joint Labor/Management Health and Safety Program.

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

- Provide a diverse range of non-emergency services and educational programs that improve the health, safety and security of the public, businesses, schools, community groups and visitors, while minimizing personal injuries, loss of life, and property loss.
- Continue to expand mutual aid, automatic aid and other regional public safety initiatives.
- Continue to work with Finance Department to develop policies and procedures that will enhance collection efforts for ambulance transport services.
- Continue our detailed Post Incident Analysis Program that researches, documents, and make recommendations on improving incident safety, communications, methods, procedures, and training so that we can improve operational efficiency and safety.
- Develop a data input and retrieval system through our computer aided dispatch system and record keeping systems that will assist the Department to improve the effectiveness and efficiency of our current services.

In regard to fire suppression and technical rescue, our efforts are focused upon safe arrival and for the coordinated, timely rescue of trapped occupants; protecting those areas not actively involved in fire; confining the spread of fire to the area of origin; extinguishing the fire; protecting and salvaging the contents of the building; and conducting an exhaustive search to ensure all hidden fire has been exposed and extinguished. To maintain the readiness of these forces, the Department participates in a series of training programs to insure timely and professional services.

The delivery of emergency medical services (EMS) is the largest volume service offered by the Derry Fire Department. This service involves responding appropriate resources to requests for emergency medical aid, providing the appropriate level of pre-hospital medical care and then safely transporting the patient to the closest, most appropriate medical facility.

The Department maintains one ambulance located at the Central Station which is equipped and staffed at the Advanced Life Support (Paramedic) level on a twenty-four-hour basis. Three other Advanced Life Support Ambulances, located at the Island Pond Station, Hampstead Road Station and the English Range Station, are immediately available and are cross staffed by personnel, including one Paramedic, otherwise assigned to fire engines. This allows us to provide the most cost effective and efficient fire suppression and EMS services to the community.

The initial budget, as proposed by the Department for FY 2021, will maintain the current staffing levels and allow the normal shift staffing to remain at a minimum of 15/16 personnel. Our current

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

staffing model allows each shift to operate with a scheduled maximum of 16 personnel daily and operate with a minimum of 15 personnel. This staffing model allows the Town to maintain the absolute minimum safe staffing of fire and EMS apparatus, while at the same time it also allows us to maintain the approved budget and keep all stations open 24 hours daily. When shift staffing is at 15 - there is a reduction in the overall service level to the Town; including the inability to staff and respond our Tanker to reported or confirmed structure fires.

Through the Bureau of Fire Prevention - the Department provides a full range of services to insure proper compliance with applicable local, state and national fire safety codes and ordinances, while supporting local businesses, landlords and homeowners through timely issuance and inspection of legally required permits. In addition, the Department provides citizen education on topics intended to prevent the outbreak of fire, and to increase their ability to survive a fire should one occur. This activity is the most effective activity from the perspective of avoiding human suffering.

Code Compliance: The Department provides a full range of fire code compliance services including plans review, site inspections and on-going annual fire code inspections. Technically demanding plan reviews are conducted by the Bureau of Fire Prevention. These reviews typically involve commercial properties or properties that constitute places of assembly. Residential plan review is limited to multiple family residential structures. Once the plans receive approval, routine inspections are conducted during all phases of building construction to ensure that construction proceeds in compliance with applicable fire codes. The Bureau of Fire Prevention conducts code compliance inspections for residential heating systems; this includes gas-burning appliances, oil burners and like equipment. Inspections to review on-going code compliance are conducted by trained fire inspectors. The goal of the Department is to visit as many commercial properties, manufacturing facilities, schools, day-cares and places of public assembly as possible each year to ensure proper continuing fire code compliance as required by the State Fire Code. Furthermore, continue our initiative of improving life-safety in multi-family dwellings through regular fire inspections and code enforcement.

Fire In-Service Training and Education: This on-going program is designed to maintain the skill level of department personnel in fire sciences, and the skills and competencies relating to fire suppression operations. This program includes a series of weekly and monthly training topics coordinated by the Office of the Battalion Chief and each company officer.

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

The Department provides fire and rescue training without the availability of a full-time Training Officer. The Department relies on Private Contract Companies, Trainers, and the State of NH Fire Academy to provide training programs. The Department continues to utilize Derry fire fighters to assist in the training of Derry fire fighters. Each member is required to actively participate in providing training for the Department.

The Department continues to investigate and implement programs with regional agencies, including local Fire Departments, the State Fire Marshalls Office, the New Hampshire Fire Academy, the Fire Prevention Society of NH, Parkland Medical Center and Pinkerton Academy. Sharing of training resources allows the Department to maintain skills and competencies with a minimal training budget.

EMS In-Service Training and Education: This on-going program is designed to ensure that field practitioners maintain a high level of proficiency in emergency pre-hospital medical care. The Department maintains an annual training schedule that provides weekly training topics designed to bolster our ability to provide high-level patient care, and to meet requirements established by the rules of the State of New Hampshire Bureau of Emergency Services.

Pre-Incident Planning and Risk Assessment: This on-going program is designed to determine what realistic risks are faced by the community, how best to protect the community from these and how best to respond to these risks. This includes using current resources and capabilities provided by the Derry Fire Department, reallocation of resources, expansion of our technical rescue capabilities and expanded involvement with mutual and automatic aid.

Public Education and Community Service: The Department provides an array of public education and community services intended to meet the needs of a diverse community. Services and education that we continue to provide include CPR/Narcan/First Aid training, CATV education programs, and injury and illness awareness programs. During FY20 - the Department continued to provide successful CPR/Narcan administration training to number of community groups and individuals. The Department, in conjunction with the Rockingham VNA, has continued with a "slips and falls" preventative program for seniors and other at-risk populations in Derry.

During FY21, we will continue with activities such fire station visits by community groups and visitors, programs targeting pre-school students, public fire extinguisher training, and our Annual Open House. These efforts will be coordinated through our Chief Officers and Bureau of Fire Prevention.

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Combining these services with the proper application of fire codes, reduces the emotional and financial harm citizen's face under fire conditions. For this reason, we feel our Fire Prevention and Education activities are among the most valuable offered to the community.

Equipment Procurement and Replacement: The Department maintains a system for the replacement of expendable and non-expendable fire and medical supplies to ensure vehicles are in a constant state of readiness. Responsibility for this program is shared throughout various levels of the Department. Department members are responsible to replace supplies used after each emergency from available inventory. Fire Captains are responsible for vehicle inventories and the in-house inventory of expendable fire and medical supplies. The Director of EMS is responsible for supply orders, as well as establishing and maintaining relationships with EMS medical vendors.

Fire Equipment/Supply Maintenance & Replacement: The Department maintains small equipment needed to complete our fire suppression mission such as exhaust fans, extrication equipment, self-contained breathing apparatus and protective clothing. This program is coordinated through the Office of the Battalion Chief which is responsible for the upkeep of records and schedules.

Communications: The Communications Division (Dispatch) is responsible for all emergency communications and maintaining the municipal fire alarm system. The Dispatch Center is the point of access for citizens in need of emergency and non-emergency services.

Communications is responsible for all communications equipment within the Department; maintaining a series of radio systems to ensure proper notification and efficient emergency operations. This includes the purchase, installation and maintenance of all radio equipment and alarm monitoring systems. Further, dispatch personnel are responsible for maintaining and operating emergency management communications equipment including changeable message signs, the AM 1610 radio system, social media and the Code Red emergency notification system.

The Communications Division coordinates all communications with emergency response units from the initial alarm receipt through duration of the incident, including coordination of communications and resources with outside agencies and mutual aid responders. Dispatch personnel receive requests for assistance primarily through the New Hampshire E-911 System and then dispatch and manage the appropriate resources to meet the initial request. Throughout the incident - the Dispatch Center obtains and manages requests for additional resources such as additional ambulances, fire

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

apparatus, air medical helicopters etc. Effective and efficient Fire/EMS communications is a critical component in preventing and reducing civilian and firefighter injuries.

In addition to providing fire and EMS dispatch services to the Derry Fire Department, the Town has dispatch contracts with Auburn, Chester, and Windham to provide emergency fire and emergency medical dispatch services. The Bureau also dispatches for the Southern NH Hazardous Materials Mutual Aid District.

The Communications Division is also responsible for maintaining the Town's Municipal Fire Alarm System through a radio and master box system. The municipal fire alarm system consists of fire alarm wire strung throughout four separate circuits in town. The system monitors many residential and commercial businesses in town for fire and trouble signals. The Division monitors over 315 alarm systems in occupancies throughout the Town of Derry and an additional 30 radio boxes in the towns that have contracted for our dispatch services.

The Communications Division provides training programs that are designed to maintain the skill level of department personnel in the most current dispatch operations. This program includes a regular review of operating procedures and requires attendance at outside educational seminars. Through our Continuous Quality Improvement (CQI) program, the Committee reviews the incident recordings and dispatch logs of all major incidents (and any incident upon request) to ensure consistency, quality, and adherence to all regulations, guidelines, and industry standard dispatch practices. This review includes the dispatcher(s) involved in the incident and is used as a training opportunity for all dispatchers.

Wellness and Physical Fitness: The Department maintains a program of medical physical exams to ensure personnel are physically capable of performing the rigors required of firefighting. A program of on-duty physical fitness supports this program. Each fire station has a designated fitness area with aerobic, strength and flexibility equipment that is available to all Department employees 24 hours a day. These fitness activities enhance or maintain the level of fitness and ability to complete the oftentimes physically challenging tasks associated with firefighting. These programs are coordinated jointly through the Fire Chief's office and the Department's wellness coordinators. In FY21, the Department will continue with our annual Firefighter Wellness Week when the Department participates in a national "stand down" week to review Department policies, procedures, equipment

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

and the mindset of employees in order to raise awareness of health and safety. This week has provided input to revise policies and enhance equipment.

National Accreditation Level of Care: The Derry Fire Department has become one of only eleven fire-based EMS providers in the nation and is one of only ten EMS providers in New England to operate its ambulance service at a national accreditation standards level. The Department achieved accreditation through the Commission on Accreditation of Ambulance Services (CASS) in 1999; we have maintained this accreditation since, with our most recent reaccredited occurring in the Spring of 2019.

Continuous Quality Initiative: The Department maintains a Continuous Quality Care (CQI) initiative intended to insure a high standard of patient care. Patient Care reports are reviewed to insure compliance with treatment standards and protocols. In instances when standards of care have not been followed or achieved, further scrutiny occurs to identify the cause of the deviation to insure future compliance. The CQI program also includes a format where field practitioners can recommend changes to standards of care and protocols based upon field experiences. The Derry Fire Department has had an active CQI process for many years, long before it became a requirement under the New Hampshire Bureau of Emergency Medical Services rules.

Southeastern New Hampshire Hazardous Materials Mutual Aid District (SENHHMMAD): The Department maintains an active membership and high level of support of this Hazardous Materials Mutual Aid District. This District consists of 14 communities banded together to provide a coordinated hazardous material response capability. The Department maintains a Level B hazardous materials response capability for the protection of the community. This response level allows responders to analyze and mitigate releases of hazardous materials that pose a hazard through inhalation, direct contact or skin absorption. This response level is commensurate with the typical risk within the Town of Derry. Although hazardous materials response is a low frequency within Derry, the high consequence of such an incident to people, groundwater, and the environment merits our measured delivery of hazmat services. To maintain response readiness, the Department undertakes a series of training programs including those provided by the SENHHMMAD to ensure timely and professional services. Additionally, the District stocks the Hazardous Materials Response Trailer which is located at Central Station with spill containment supplies. The Derry Fire Department provides Team Leaders, Haz-Mat Technicians and Communication Specialists to support the SENHHMMAD. Through the terms of the mutual aid agreement, our personnel receive monthly

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

training exercises, annual medical evaluations and all protective apparel needed to participate according to Federal guidelines. All cost associated with these members participating are reimbursed to the Town through the District. The District draws its funding from an annual per capita assessment from each community as well as from grants and reimbursed costs from incidents and donations.

Fleet Maintenance: The Department maintains an on-going vehicle maintenance program through the Director of Fleet Maintenance. The program includes scheduled safety checks and fluid changes, as well as annual certification of pumps, ground ladders and aerial ladders as well as biannual state inspections. The vehicle maintenance facility is shared with the Derry Police Department and allows us to provide repairs and preventative maintenance in a safe and efficient manner by working closely with the police maintenance personnel. The Fire Mechanic is certified by ASE and EVT (Emergency Vehicle Technician). With the increasing specialization of unique equipment on fire and EMS emergency vehicles, an appropriately trained and certified fleet mechanic is important to reducing liability to the Town of Derry.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

10 & 14 Department: FIRE		Activity Center : PREVENTION & EMERGENCY SVS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	P&ES PERMANENT POSITIONS	4,885,893	4,808,467	5,085,947	5,290,932	204,985	5,241,574	5,241,574
140	P&ES OVERTIME	932,110	938,936	912,500	912,500	0	912,500	912,500
190	P&ES OTHER COMPENSATION	623,998	623,495	636,366	629,374	(6,992)	627,238	627,238
200	P&ES EMPLOYEE BENEFITS	3,480,419	3,302,543	3,518,612	3,722,531	203,919	3,644,718	3,644,718
240	P&ES TUITION REIMBURSEMENT	15,000	4,191	15,000	15,000	0	15,000	15,000
291	P&ES TRAINING & CONFERENCES	29,750	30,376	29,750	38,640	8,890	36,500	36,500
292	P&ES UNIFORMS	40,693	41,611	36,284	37,306	1,022	36,306	36,306
TOTAL Personnel Services		10,007,863	9,749,619	10,234,459	10,646,283	411,824	10,513,836	10,513,836
Operations & Maintenance								
340	P&ES BANKING SERVICES	1,920	2,963	1,920	3,000	1,080	3,000	3,000
341	P&ES TELEPHONE	5,400	2,083	4,860	4,860	0	4,860	4,860
342	P&ES DATA PROCESSING	3,150	1,100	3,150	3,150	0	3,150	3,150
355	P&ES PHOTO LABORATORY	200	0	200	200	0	200	200
360	P&ES CUSTODIAL SERVICES	6,500	750	5,000	4,000	(1,000)	4,000	4,000
390	P&ES OTHER PROFESSIONAL SVS	129,029	120,059	97,811	121,186	23,375	111,186	111,186
410	P&ES ELECTRICITY	29,984	41,987	29,984	29,984	0	29,984	29,984
411	P&ES HVAC	22,795	23,995	26,812	25,435	(1,377)	25,435	25,435
430	P&ES CONTRACT REPAIR & MAINT	91,580	78,806	88,720	86,345	(2,375)	81,345	81,345
440	P&ES RENTAL & LEASES	5,474	6,566	7,474	7,774	300	7,774	7,774
490	P&ES OTHER PROPERTY RELATED SV	5,712	5,980	5,892	5,892	0	5,892	5,892
550	P&ES PRINTING	1,150	222	1,150	1,150	0	1,150	1,150
560	P&ES DUES & SUBSCRIPTIONS	21,732	23,663	23,619	27,343	3,724	27,343	27,343
610	P&ES GENERAL SUPPLIES	82,690	73,764	85,240	89,015	3,775	87,015	87,015
620	P&ES OFFICE SUPPLIES	6,200	3,001	4,200	4,200	0	4,200	4,200
625	P&ES POSTAGE	1,900	677	1,900	1,900	0	1,900	1,900
630	P&ES MAINT & REPAIR SUPPLIES	13,708	17,873	13,708	13,708	0	13,708	13,708
635	P&ES GASOLINE	6,435	6,695	6,435	7,200	765	7,200	7,200
636	P&ES DIESEL FUEL	36,450	42,865	40,500	41,680	1,180	41,680	41,680

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

10 & 14 Department: FIRE		Activity Center : PREVENTION & EMERGENCY SVS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
640	P&ES CUSTODIAL & HOUSEKEEPING	13,200	10,067	12,200	11,200	(1,000)	11,200	11,200
650	P&ES GROUNDSKEEPING SUPPLIES	0	0	0	0	0	0	0
660	P&ES VEHICLE REPAIRS	82,400	133,142	82,600	82,600	0	82,600	82,600
670	P&ES BOOKS & PERIODICALS	3,200	154	2,200	1,700	(500)	1,700	1,700
690	P&ES OTHER NON CAPITAL	61,104	68,332	71,688	73,826	2,138	65,326	65,326
	TOTAL Operations & Maintenance	631,913	665,003	617,263	647,348	30,085	621,848	621,848
	Capital Outlay							
720	P&ES BUILDINGS	0	0	0	0	0	0	0
740	P&ES MACHINERY & EQUIPMENT	0	0	0	0	0	0	0
760	P&ES VEHICLES	0	888	0	0	0	0	0
	TOTAL Capital Outlay	0	888	0	0	0	0	0
	Transfers							
	TOTAL PREVENTION & EMERGENCY SVS	10,639,776	10,415,510	10,851,722	11,293,631	441,909	11,135,684	11,135,684

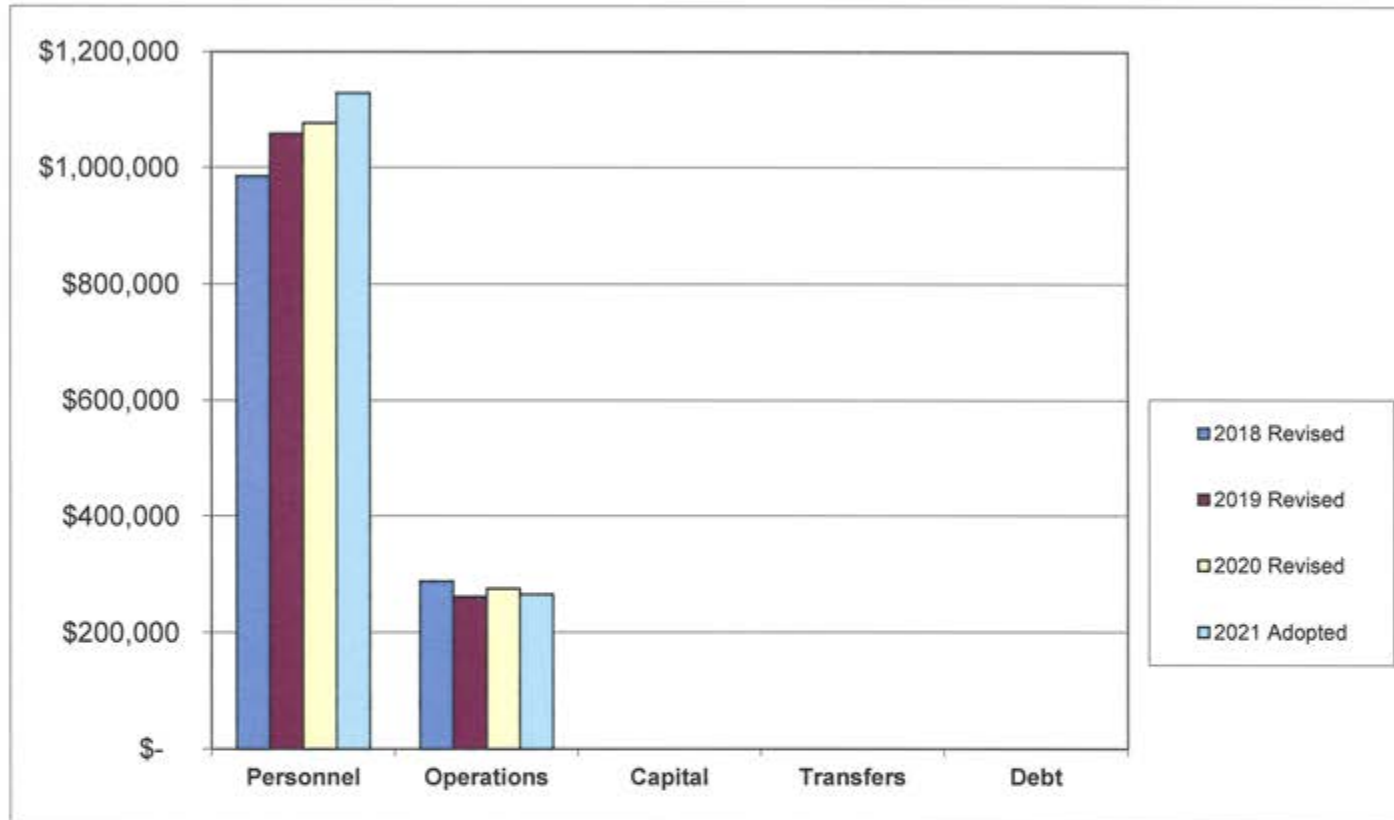
NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99			
ACCOUNTS FOR: PREVENTION & EMERGENCY SVS								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
11002000	032906	P&ES PERMIT & INSPECTION FEES						
		-41,738.00	-55,428.76	-55,502.46	-54,328.68	-48,800.00	-48,800.00	.0%
11003000	033190	HHS OTHER FED GRNTS & REIM COVID19						
		.00	.00	.00	-33,814.13	-33,814.00	.00	-100.0%
11003000	033190	MATF1 OTHER FED GRNTS & REIMBURSEMNT						
		.00	.00	-13,901.08	.00	.00	.00	.0%
11003000	033199	FEDERAL \$ PASS THRU STATE						
		-4,543.49	-9,848.33	-6,643.14	.00	.00	.00	.0%
11003000	033595	P&ES NH STATE REIMBURSEMENT						
		-83.97	-1,574.87	-534.13	9.10	.00	.00	.0%
11003000	033793	P&ES INTERGOV REIMBURSEMENT						
		-170,249.84	-372,072.33	-377,091.71	-370,336.64	-383,269.00	-392,197.00	2.3%
11004000	034010	P&ES INCIDENT REPORTS COPIES						
		-1,325.00	-970.00	-1,329.00	-1,235.00	-1,550.00	-1,550.00	.0%
11004000	034010	COLL DEPT REV CHARGES FOR SERVICE						
		-84,958.24	31,608.92	-70,499.63	-45,546.39	150,000.00	150,000.00	.0%
11004000	034013	P&ES COPY CHARGES						
		.00	.00	.00	-2.00	.00	.00	.0%
11004000	034015	P&ES REIMBURSABLE DETAILS						
		-1,680.00	-2,793.00	-1,216.00	-2,418.00	-1,960.00	-1,960.00	.0%
11005000	035011	P&ES SALE OF TOWN PROPERTY						
		-9,184.00	-12,470.00	.00	.00	-1,000.00	-1,000.00	.0%
11005000	035061	P&ES W/COMP & DISABILITY REIMB						
		-54,578.53	-62,078.55	-102,041.41	-118,373.61	-55,000.00	-55,000.00	.0%
11005000	035063	P&ES REIMBURSEMENT-NON GOV						
		-5,135.36	105.09	-34.27	.00	.00	.00	.0%
11005000	035066	P&ES CLAIM REIMBURSEMENT						
		-15,535.56	-2,838.16	-14,415.13	-1,583.18	.00	.00	.0%
11005000	035090	P&ES MISCELLANEOUS REVENUE						
		-1,623.45	-2,672.45	-4,348.79	-3,560.00	.00	.00	.0%
11008000	039390	P&ES CAPITAL LEASE REVENUE						
		-898,339.00	.00	.00	.00	.00	.00	.0%
11404000	034010	AMB AMBULANCE SERVICE BILLING						
		-1,209,857.62	-1,301,840.91	-1,244,581.53	-1,073,644.05	-1,455,000.00	-1,455,000.00	.0%
TOTAL PREVENTION & EMERGENCY								
		-2,498,832.06	-1,792,873.35	-1,892,138.28	-1,704,832.58	-1,830,393.00	-1,805,507.00	-1.4%

Libraries

DERRY PUBLIC LIBRARY

Town of Derry, NH
Derry Public Library Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 985,181	\$ 1,058,102	\$ 1,076,411	\$ 1,128,422	4.8%
Operations	288,042	261,487	274,960	265,316	-3.5%
Capital	0	-	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 1,273,223	\$ 1,319,589	\$ 1,351,371	\$ 1,393,738	3.1%

**Derry Public Library
Department Mission and Objectives
Fiscal Year 2021**

Department Mission:

Knowledge and learning, generally diffused through a community, are essential to the preservation of a free government...
Article 83, N.H. State Constitution

The Derry Public Library is a welcoming space for the community to connect, explore and grow.

In order to strengthen and promote the Derry Public Library as an essential resource for the economic, recreational, social and educational pursuits of all members of our community, our Department objectives are:

To maintain and improve the building's functionality and sustainability.

We will accomplish this by:

1. Seeking the most cost-effective and environmentally sound solutions for ongoing maintenance, repair, and safety issues, particularly with respect to lighting and the front entrance.
2. Carrying out systematic preventive maintenance, including replacement of the HVAC system and controls.
3. Continuing to work toward comprehensive ADA compliance.
4. Creating areas within the building to meet the disparate needs of our patrons, including seating for reading, gathering areas, study rooms and meeting rooms.

Measure results: Meet or lower target repair estimates; evaluate cost/benefit estimates for long-term sustainability; monitor utility bills and unexpected maintenance expenditures; plan for future reconfiguration of space usage within the building; monitor building use statistics; update the Library Capital Improvement Plan.

To provide services that support and enrich the Derry community.

We will accomplish this by:

1. Offering a wide variety of developmentally appropriate programs for children, teens, families and adults that are tailored to the needs and interests of the Derry community.
2. Providing access to, and supporting the use of, up-to-date leased computers, scanners, copiers, printers, the internet and online materials, which are also available remotely.
3. Providing choices of materials in a variety of formats to support the professional, recreational, creative and cultural interests of all ages.
4. Participating actively with the GMILCS Consortium to promote resource sharing, expand online services, transact cost effective cooperative purchases, and mitigate the effects of eroding State Library services.

Measure results: Monitor program attendance numbers, evaluation forms following programs, computer use statistics and collection use statistics; calculate cost per use for various formats; track van delivery patterns.

To expand community awareness and outreach.

We will accomplish this by:

1. Ensuring current staff are consistently welcoming, approachable, knowledgeable and effective in their interactions with patrons.
2. Designating staff to focus on outreach activities and to expand off-site programming in addition to already established school and Farmer's Market visits, the Pinkerton Volunteer Fair, and collaborations with the Parks & Recreation Department.
3. Partnering with Derry Community Access Media to develop, film, record and disseminate programming in various formats.
4. Identifying and building relationships with more community partners where our library-specific skills and assets can make a unique contribution.
5. Developing options to increase social media engagement.

Measure results: Separately track outreach programming opportunities and attendance; calculate cost/benefit for off-site programming; track followers/likes/engagement on different social media platforms.

To provide for qualified staff to accomplish the library's mission.

We will accomplish this by:

1. Continuing the adjustment of our salary structure and benefits package, so that they are competitive in the marketplace and appropriately recognize the education and experience necessary to perform each function, and to retain qualified staff.
2. Providing ongoing training and staff development opportunities to increase staff effectiveness and to plan for succession.
3. Scheduling reviews of each department's procedures to promote confidence and consistent service.
4. Reviewing all job descriptions to ensure they reflect the actual responsibilities being fulfilled, to make adjustments necessary to provide effective or changing services, and to assist with future recruitments.

Measure results: Continue our comparison with other NH libraries of similar size as well as local municipal positions requiring comparable education/skills (degree requirements, computer literacy, analytical skills, customer service experience, etc.); ensure currency of personnel files; track professional development participation by staff.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

04 Department: LIBRARIES		Activity Center : DERRY PUBLIC LIBRARY						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	DPL PERMANENT POSITIONS	809,670	772,351	830,629	843,140	12,511	830,525	830,525
120	DPL TEMPORARY POSITIONS	21,163	35,916	15,715	18,218	2,503	18,218	18,218
190	DPL OTHER COMPENSATION	11,017	15,658	11,017	10,617	(400)	10,617	10,617
200	DPL EMPLOYEE BENEFITS	213,452	208,925	216,250	269,702	53,452	267,062	267,062
291	DPL TRAINING & CONFERENCES	2,800	3,878	2,800	5,400	2,600	2,000	2,000
	TOTAL Personnel Services	1,058,102	1,036,865	1,076,411	1,147,077	70,666	1,128,422	1,128,422
Operations & Maintenance								
310	DPL ARCHITECT/ENGINEERING SVS	0	0	0	5,000	5,000	500	500
320	DPL LEGAL	0	3,023	0	2,000	2,000	1,000	1,000
341	DPL TELEPHONE	900	1,003	900	790	(110)	790	790
342	DPL DATA PROCESSING	56,902	57,568	57,580	62,000	4,420	62,000	62,000
390	DPL OTHER PROFESSIONAL SVS	17,778	17,930	21,000	16,500	(4,500)	16,500	16,500
410	DPL ELECTRICITY	26,000	23,970	26,000	24,000	(2,000)	24,000	24,000
411	DPL HVAC	8,000	9,759	8,000	4,000	(4,000)	5,500	5,500
412	DPL WATER	1,000	1,114	1,000	1,130	130	1,130	1,130
413	DPL SEWER	600	517	500	550	50	550	550
430	DPL REPAIRS & MAINTENANCE	17,242	12,221	20,000	18,400	(1,600)	18,400	18,400
440	DPL RENTALS & LEASES	10,027	6,574	10,200	13,500	3,300	13,500	13,500
490	DPL OTH PROPERTY RELATED SVS	36,586	41,290	9,000	10,179	1,179	10,179	10,179
550	DPL PRINTING	1,500	2,488	1,250	1,250	0	1,250	1,250
560	DPL DUES & SUBSCRIPTIONS	1,878	2,962	1,750	1,750	0	1,750	1,750
610	DPL GENERAL SUPPLIES	11,075	13,700	12,500	12,500	0	12,500	12,500
620	DPL OFFICE SUPPLIES	6,500	5,163	3,000	5,200	2,200	5,200	5,200
625	DPL POSTAGE	1,000	205	500	500	0	500	500
630	DPL MAINT & REPAIR SUPPLIES	2,000	1,270	1,500	1,500	0	1,500	1,500
640	DPL CUSTODIAL & HOUSEKEEPING	3,500	4,664	4,000	4,000	0	4,000	4,000
650	DPL GROUNDSKEEPING SUPPLIES	500	0	1,250	1,250	0	250	250
670	DPL BOOKS & PERIODICALS	82,885	103,778	87,030	97,695	10,665	79,317	79,317
690	DPL OTHER NON-CAPITAL	7,000	4,913	8,000	8,000	0	5,000	5,000

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

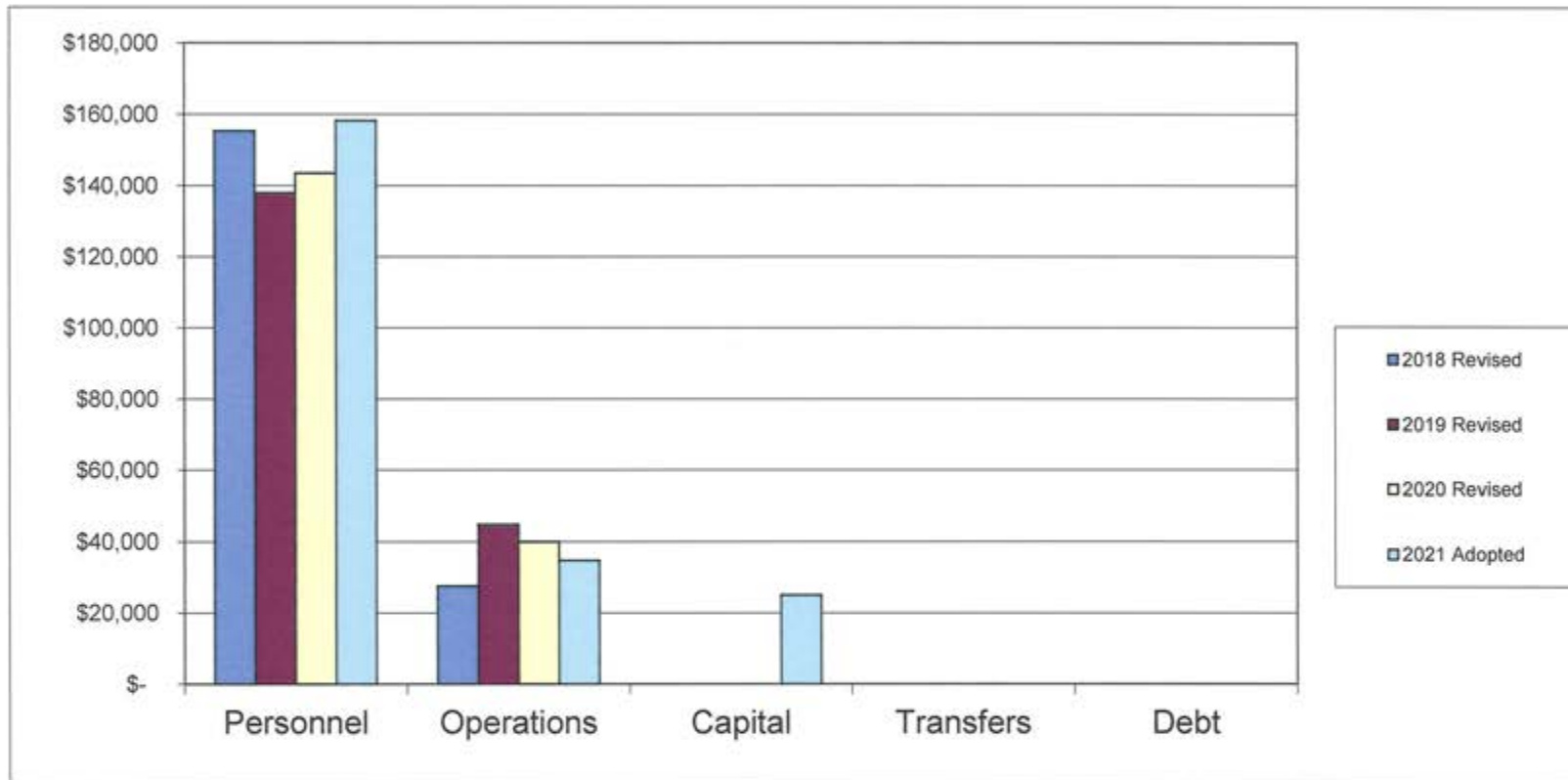
04 Department: LIBRARIES		Activity Center : DERRY PUBLIC LIBRARY						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
	TOTAL Operations & Maintenance	292,873	314,110	274,960	291,694	16,734	265,316	265,316
	Capital Outlay							
	Transfers							
	TOTAL DERRY PUBLIC LIBRARY	1,350,975	1,350,975	1,351,371	1,438,771	87,400	1,393,738	1,393,738

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99		
ACCOUNTS FOR: DERRY PUBLIC LIBRARY							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
10405000 035011	SALE OF TOWN PROPERTY						
	-114.00	.00	-502.96	-47.50	.00	.00	.0%
10405000 035063	REIMBURSEMENT-NONGOVERNMENTAL						
	-186.96	.00	-222.66	.00	.00	.00	.0%
10405000 035090	MISCELLANEOUS REVENUE						
	-1,534.93	-1,155.32	-612.14	-424.82	.00	.00	.0%
TOTAL DERRY PUBLIC LIBRARY							
	-1,835.89	-1,155.32	-1,337.76	-472.32	.00	.00	.0%

TAYLOR LIBRARY

**Town of Derry, NH
Taylor Library Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 155,375	\$ 137,990	\$ 143,465	\$ 158,254	10.3%
Operations	27,517	44,822	39,985	34,735	-13.1%
Capital	-	-	-	25,000	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	182,892	182,812	183,450	217,989	18.8%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: TAYLOR LIBRARY

The Taylor Library of East Derry, New Hampshire was established in 1877, through a bequest of Miss Harriet Taylor.

DEPARTMENT MISSION

The Library exists to provide a welcoming environment, materials and services (informational, educational, cultural, recreational, etc.), free to all who live, work or go to school in Derry, in a non-discriminatory fashion.

The Library is entrusted to provide these services through the purchase or loan of books, collections, and programs from funds made available by the citizens of the town. Special emphasis is placed on students of all ages and academic levels – infants to elderly – by providing an atmosphere of cooperation and assistance.

The Taylor Library shall adhere to the American Library Association's Appendix E, "Library Bill of Rights", and Appendix F, "The Freedom to Read".

DEPARTMENT OBJECTIVES

A. Goal: Expand and Improve Services

Objectives:

1.) Building

Continue to make improvements to our storage areas. Shelving was built and installed in the middle section to house craft supplies and the various holiday decorations through an Eagle Scout Project. We hope to have another Eagle Scout build shelving on the other side of the basement to store other supplies that are now stored in that section, or in the center for a craft section.

A new brick walkway was installed this past year making it easier for staff to enter the back door without having to walk through the mud and water build up in the winter and spring months.

The next improvement will be rug which is also 20 years old.

2.) Patrons

- a.) Expand & improve services to children. We will continue to add programs for all age groups as numbers increase. We continue to offer four story hours per week with two of the programs geared to ages 6

months through 2 years old. The other two programs are geared to children ages 2 years through 6 years old.

During the summer we offer a 5-week program for all ages. Programs are held five days a week in the mornings, afternoons and at night. These programs are held to accommodate as many as we can reach during the summer regardless of work schedules. We coordinate these programs with the Recreation Department as well as with Derry Public Library. We also apply for grants to hire entertainment suitable for all ages during the summer.

- b.) Expand adult programming to include the summer program. We would like to offer more programs for adults. We continue to offer an adult book group. We meet the second Monday of each month. We average 15 members per month. Our Holiday Readings continue to be popular in December. Our goal is to add a couple more programs during the year.
- c.) Partner with local businesses for reading incentives to be used with our children's programs. We would like to do this to bring in more community support and make our library more visible to the town of Derry.
- d.) Develop new innovative ways to communicate with patrons. We would like to increase our presence on Facebook and other social media. We are currently using constant contact along with articles in the two local papers. We are continuing to upgrade our website with our activities.
- e.) Partner with the large population of Home School Children in town with various monthly programs. We would like to add more programs to these children. We already offer a Poetry group and a Game Group. These are held once a month.

3.) Staff Training

- a.) Provide uniform customer service
- b.) Educate patrons in the use of the library
- 4.) Offer staff continuing education that will promote use of the library including electronic formats

B. Goal: Continue building the Capital Reserve Fund

C. Goal: Work collaboratively with departments to enhance patron programming.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

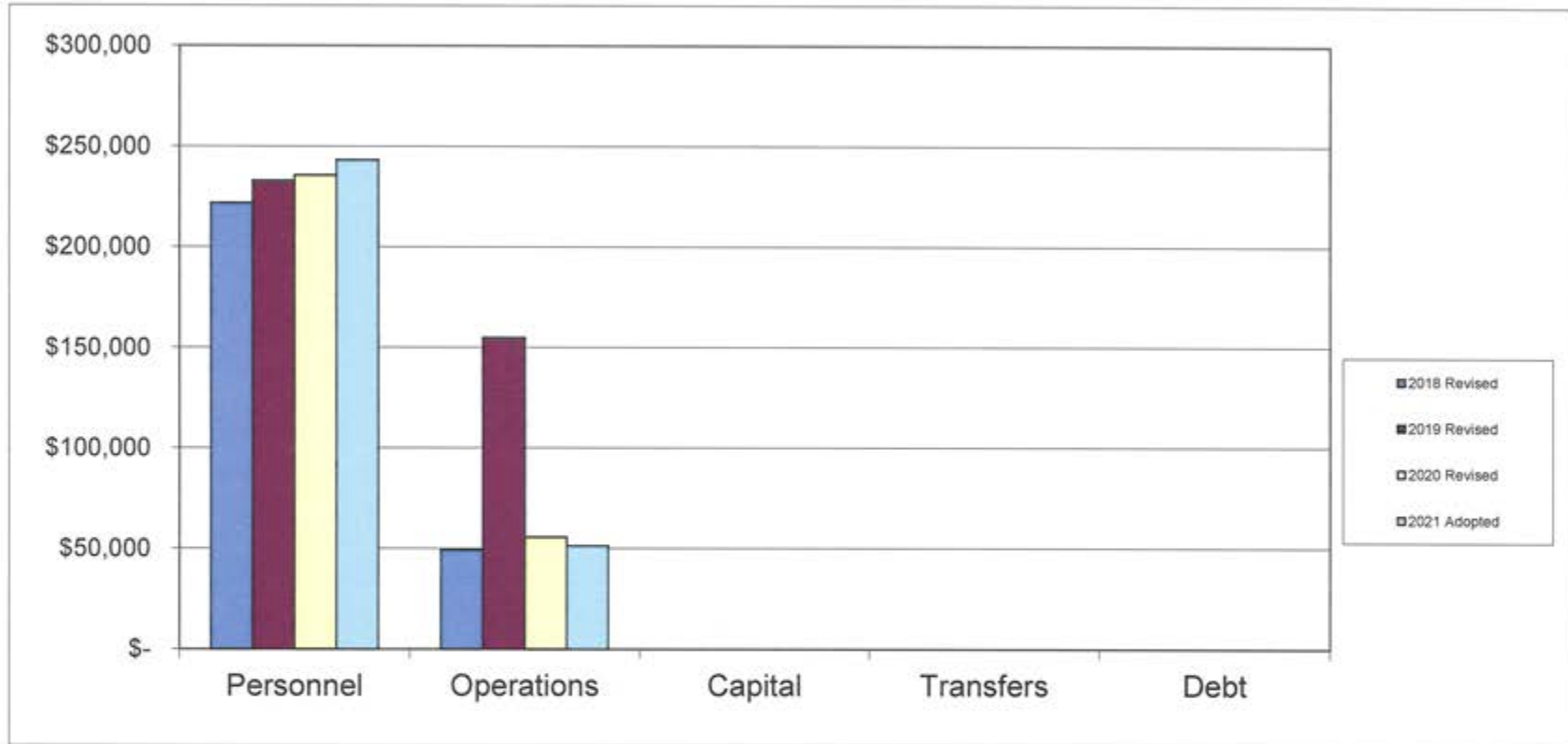
06 Department: LIBRARIES		Activity Center : TAYLOR LIBRARY						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	TL PERMANENT POSITIONS	83,512	82,984	87,122	94,421	7,299	94,421	94,421
120	TL TEMPORARY POSITIONS	28,858	23,170	30,028	30,613	585	30,613	30,613
200	TL EMPLOYEE BENEFITS	24,920	24,484	25,615	32,520	6,905	32,520	32,520
291	TL TRAINING & CONFERENCES	700	43	700	700	0	700	700
TOTAL Personnel Services		137,990	130,681	143,465	158,254	14,789	158,254	158,254
Operations & Maintenance								
341	TL TELEPHONE	800	712	800	800	0	800	800
342	TL DATA PROCESSING	2,000	6,406	5,665	5,665	0	5,665	5,665
390	TL OTHER PROFESSIONAL SVS	1,100	280	1,100	1,100	0	1,100	1,100
410	TL ELECTRICITY	1,500	1,711	1,500	1,500	0	1,500	1,500
411	TL HVAC	1,600	2,004	2,200	2,250	50	2,250	2,250
412	TL WATER	120	93	120	120	0	120	120
430	TL REPAIRS & MAINTENANCE	11,052	16,813	8,690	9,000	310	4,000	4,000
440	TL RENTAL & LEASES	2,400	0	0	0	0	0	0
560	TL DUES & SUBSCRIPTIONS	0	950	0	600	600	600	600
610	TL GENERAL SUPPLIES	2,400	1,974	2,700	2,700	0	2,700	2,700
620	TL OFFICE SUPPLIES	3,800	2,659	4,000	4,000	0	4,000	4,000
625	TL POSTAGE	100	44	110	110	0	110	110
630	TL MAINT & REPAIR SUPPLIES	350	20	450	450	0	450	450
640	TL CUSTODIAL & HOUSEKEEPING	500	150	650	650	0	650	650
670	TL BOOKS & PERIODICALS	12,000	5,514	12,000	10,790	(1,210)	10,790	10,790
690	TL OTHER NON CAPITAL	5,100	5,891	0	0	0	0	0
TOTAL Operations & Maintenance		44,822	45,417	39,985	39,735	(250)	34,735	34,735
Capital Outlay								
720	TL BUILDINGS	0	0	0	25,000	25,000	25,000	25,000
TOTAL Capital Outlay		0	0	0	25,000	25,000	25,000	25,000
TOTAL TAYLOR LIBRARY		182,812	176,098	183,450	222,989	39,539	217,989	217,989

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99		
ACCOUNTS FOR: TAYLOR LIBRARY							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
10603000 033594	NH STATE GRANT AWARDS -150.00	.00	.00	.00	.00	.00	.0%
10605000 035090	MISCELLANEOUS REVENUE -83.23	-637.73	-129.43	-4.67	.00	.00	.0%
10606000 039160	LIBTR TL TFR FROM LIBRARY TRUST -1,511.72	-1,701.98	-1,821.61	.00	.00	.00	.0%
10609000 039399	TLCI USE TAY LIB CAP RESERVE FUNDS .00	.00	.00	.00	.00	-25,000.00	.0%
TOTAL TAYLOR LIBRARY							
	-1,744.95	-2,339.71	-1,951.04	-4.67	.00	-25,000.00	.0%

PLANNING

Town of Derry, NH
Planning Department Budget Comparison
FY2018 - FY2021



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 221,677	\$ 233,029	\$ 235,715	\$ 243,310	3.1%
Operations	49,186	155,109	55,548	51,296	-8.3%
Capital	-	-	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 270,863	\$ 388,138	\$ 291,263	\$ 294,606	1.1%

Department: Planning Mission Statement and Goals FY 2021

Department Mission:

The Planning Department is responsible for the overall development of the Town as it relates to land use policies and programs. The intent is to enhance the quality of life for its residents, people who work here, and the business community.

Department Objectives:

1. Continue coordinating permitting/Planning Board approval process for the proposed developments in the Route 28 corridor (Manchester Road) TIF District as well Crystal Ave, and the Downtown Central Business District.
2. Review Webster's Corner area for a potential Betterment Assessment District as well as rezoning of parcels in this area. A new zoning district, West Running Brook District, has now been established. Work with the Public Works Department as municipal water and sewer has been extended to this area along Route 28. (Rockingham Road)
3. Continue progress with the Downtown revitalization and economic development projects, working in unison with the Greater Derry-Londonderry Chamber of Commerce, the Derry Housing and Redevelopment Authority, the Town Administrator, the Town Council, the Rockingham Economic Development Corporation, the Economic Development Committee, and the Economic Development Director.
4. Implement zoning amendments consistent with the newly adopted 2020 Master Plan.
5. Continue work with the Southern New Hampshire Planning Commission on regional planning issues.
6. Continue work on the CART Board of Directors and Manchester Transit Authority (transportation transit van system).
7. Seek grant funding for the continued expansion of the Derry Rail Trail project.
8. Work with the Code Enforcement Department and Planning Board subcommittees on Zoning Ordinance and Land Development Control Regulations revisions, as well as citizen re-zoning requests.
9. Continue work on the Downtown Civic Profile and UNH Cooperative Derry Civic Profile report.
10. Continue work on the Rockingham Economic Development Corporation Board of Directors.
11. Work on the Greater Derry-Salem Regional Transportation Council Transit System as well as a fixed-route transportation service between Derry and Salem.
12. Work with the New Hampshire Community Development Finance Authority on Community Development Block Grants.
13. Continue work with the regional planning agencies and surrounding towns on the Robert Frost Scenic Byway Council.
14. Continue Technical Review Committee meetings for review of development plans with the Public Works, Code Enforcement, Fire, Police, Health and Planning Departments.
15. The 2020 Master Plan had been completed. Staff will begin work on implementation of recommendations.
16. Work with the Planning Board on re-zoning of parcels and review permitted uses in the Commercial and Industrial zones in the vicinity of the proposed Exit 4-A and Madden Road/Folsom Road area.
17. Staff will review current zoning districts for additional revisions as well 2020 Master Plan recommendations.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

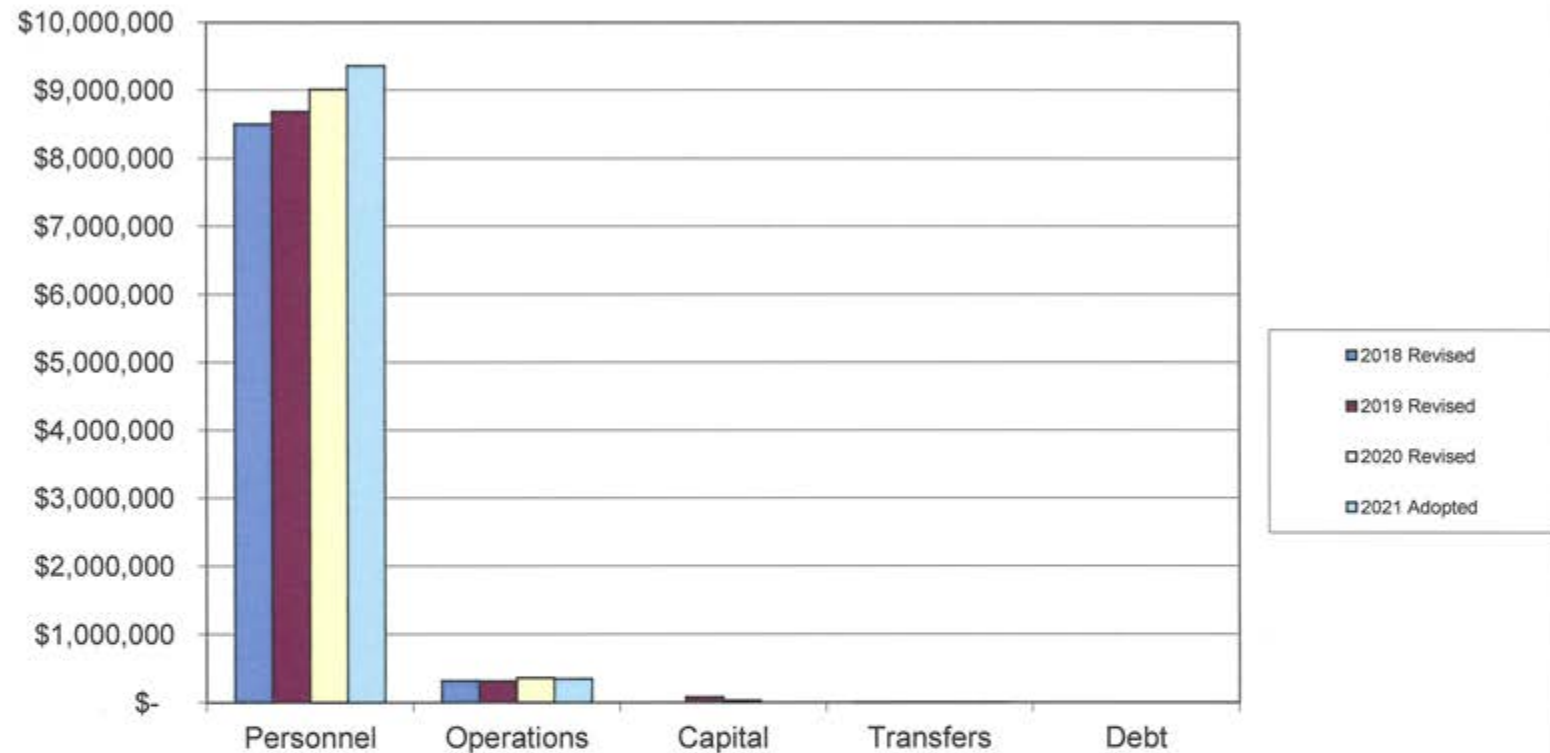
60 Department: PLANNING DEPT		Activity Center : PLANNING						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	PL PERMANENT POSITIONS	170,289	170,790	175,255	179,370	4,115	179,370	179,370
140	PL OVERTIME	5,500	5,506	3,300	4,100	800	4,100	4,100
190	PL OTHER COMPENSATION	7,589	7,601	7,839	7,839	0	7,839	7,839
200	PL EMPLOYEE BENEFITS	48,951	47,665	48,621	50,641	2,020	50,401	50,401
291	PL TRAINING & CONFERENCES	700	565	700	1,600	900	1,600	1,600
	TOTAL Personnel Services	233,029	232,128	235,715	243,550	7,835	243,310	243,310
Operations & Maintenance								
310	PL ARCHITECTS/ENGINEERING	25,872	25,981	20,000	20,000	0	20,000	20,000
330	PL MANAGEMENT SERVICES	100,000	62,641	5,000	0	(5,000)	0	0
390	PL OTHER PROFESSIONAL SERVICES	225	356	225	225	0	225	225
440	PL RENTAL & LEASES	600	726	600	600	0	600	600
550	PL PRINTING	1,500	1,272	1,500	1,500	0	1,500	1,500
560	PL DUES & SUBSCRIPTIONS	22,337	22,043	23,148	23,896	748	23,896	23,896
610	PL GENERAL SUPPLIES	275	0	275	275	0	275	275
620	PL OFFICE SUPPLIES	1,500	1,639	1,800	1,800	0	1,800	1,800
625	PL POSTAGE	2,800	3,843	3,000	3,000	0	3,000	3,000
	TOTAL Operations & Maintenance	155,109	118,501	55,548	51,296	(4,252)	51,296	51,296
Capital Outlay								
Transfers								
	TOTAL PLANNING	388,138	350,629	291,263	294,846	3,583	294,606	294,606

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: PLANNING		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
16004000	034010	PLANNING APPLICATION FEES						
		-9,783.86	-18,126.57	-27,986.07	-12,663.36	-12,000.00	-12,000.00	.0%
16004000	034013	PL COPY CHARGES						
		-42.00	-25.00	-86.00	-16.00	-150.00	-75.00	-50.0%
16004000	034014	PL REVIEW/OUTSIDE CONSULTING						
		-507.97	-9,387.12	-22,662.19	-12,367.21	-20,000.00	-20,000.00	.0%
16004000	034014	LEGAL PLAN REVIEW & CONSULTING-CLD						
		.00	.00	.00	-1,215.00	.00	-2,000.00	.0%
16005000	035090	PL MISCELLANEOUS REVENUE						
		-326.41	-455.85	-380.64	-108.00	-300.00	-200.00	-33.3%
TOTAL PLANNING		-10,660.24	-27,994.54	-51,114.90	-26,369.57	-32,450.00	-34,275.00	5.6%

POLICE

**Town of Derry, NH
Police Department Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 8,501,297	\$ 8,683,956	\$ 9,009,795	\$ 9,361,844	3.9%
Operations	318,111	315,908	362,003	344,818	-4.7%
Capital	0	85,210	30,492.00	-	N/A
Transfers	3,000	3,000	3,000	3,000.00	0.0%
Debt	0	0	-	-	N/A
Total	\$ 8,822,408	\$ 9,088,074	\$ 9,405,290	\$ 9,709,662	3.2%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: Police

Department Mission:

The mission of the Derry Police Department is to protect life and property, enforce the laws of society, maintain order in the community and to assist the public at large in a manner consistent with the rights and dignity of all persons as provided for by law and under the Constitutions of the United States of America and the State of New Hampshire.

Department Objectives:

1. Recruit and hire staff to fill the vacancies that exist in our ranks.

As of this writing there are four vacancies for police officers, one vacancy for a dispatcher and one part-time vacancy for a clerical person. Recruitment remains difficult. Applicant numbers are down considerably from the past several years. When this local effect is combined with what is seen nationally as a downward trend in police applicants, our job of recruitment is now extremely difficult. Two new police officers have graduated the academy and are currently in field training. They are expected to be on their own as solo police officers by the beginning of April of 2020. We currently have three new officers in the Police Academy. They will graduate in April and after field training be ready for Patrol Assignments in June of 2020. It is entirely likely that additional vacancies will develop, due to upcoming retirements as this budget takes effect.

2. Continue an extensive review of our agency's policies and procedures with an eye toward future national accreditation.

We continue to review and update policies toward our long-standing goal of meeting national standards. Our efforts pertaining to this goal have been hampered over the last year because of the ongoing vacancies in our ranks. As we move through the next year and come to full strength, we hope to assign staff to devote more time to the efforts

3. Enhance the SRO program at Pinkerton Academy

Recently we were able to develop an agreement with Pinkerton Academy resulting in the Academy providing 100% reimbursement for all costs associated with assigning two police officers to the Academy as School Resource Officers. The agreement will allow the town to increase our sworn officer allotment from 57 to 59. When fully staffed, the Academy will benefit from having two officers assigned to the school during the school year. During the summer break we will deploy the officers on bike patrols and other community policing assignments. Over the last year, again due to staffing issues and vacancies within our ranks, we have been unable to provide a second full time officer at Pinkerton Academy. On an interim basis, we have begun staffing a second SRO at Pinkerton, part time, when staff is available to do so. Moving forward we are hopeful that when our staffing improves, we will be able to provide two full time SRO's to Pinkerton.

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: Police

4. Continue to enhance our agency's cyber investigation and forensic capabilities.

As we all know, technology continues to develop at an incredible pace. Consequently, cyber and forensic aspects are an integral part of many crimes in today's world. We will continue our investment in hardware, software and training to stay abreast of this trend. We are fortunate that we currently take part in a county-wide initiative and can dedicate staff to assist on a regional basis with cybercrime investigations. As a result, we gain valuable training for our staff and receive reimbursement from the federal government for our officer's time dedicated to those initiatives.

5. Rejuvenate our bike patrol unit to provide summertime bike patrols in the downtown area as well as our bike trails.

We are excited that this coming summer we should be staffed adequately enough to allow for the assignment of officers to our bike patrol program. Unfortunately, those assignments have been difficult to make for the last several years. We look forward to our officers providing this valuable service.

6. Continue to seek funding through state and federal grant programs so that we can continue to provide the same or enhanced service to the community with fiscal constraints in mind.

Our goals and objectives remain largely unchanged from previous years. We are, however, challenged by the difficulties we face with recruitment and staffing. We remain hopeful that as our staffing levels increase to our allotted strength, we can make better progress in those areas.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

20 Department: POLICE & ANIMAL CONTROL DEPT		Activity Center : POLICE						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	POL PERMANENT POSITIONS	4,854,578	4,579,992	5,034,819	5,232,487	197,668	5,232,487	5,232,487
140	POL OVERTIME	677,221	616,282	724,063	780,678	56,615	737,426	737,426
190	POL OTHER COMPENSATION	336,408	306,984	341,459	316,956	(24,503)	316,956	316,956
200	POL EMPLOYEE BENEFITS	2,663,584	2,427,628	2,743,085	2,942,741	199,656	2,901,994	2,901,994
240	POL TUITION REIMBURSEMENT	5,000	3,762	8,750	8,750	0	8,750	8,750
291	POL TRAINING & CONFERENCES	15,385	16,958	26,072	24,592	(1,480)	24,592	24,592
292	POL UNIFORMS	55,086	29,608	49,286	54,612	5,326	54,612	54,612
TOTAL Personnel Services		8,607,262	7,981,214	8,927,534	9,360,816	433,282	9,276,817	9,276,817
Operations & Maintenance								
342	POL DATA PROCESSING	5,678	2,312	21,477	11,178	(10,299)	11,178	11,178
390	POL OTHER PROFESSIONAL SERVICE	15,269	10,069	26,570	22,657	(3,913)	22,657	22,657
410	POL ELECTRICITY	29,496	32,887	32,040	32,976	936	32,976	32,976
411	POL HVAC	7,500	8,194	8,844	9,776	932	9,776	9,776
430	POL REPAIRS & MAINTENANCE	14,173	4,889	5,605	8,805	3,200	8,805	8,805
440	POL RENTAL & LEASES	3,440	3,200	3,300	3,300	0	3,300	3,300
490	POL OTHER PROPERTY RELATED SVS	2,100	181	9,700	9,700	0	9,700	9,700
550	POL PRINTING	3,900	2,800	2,750	2,750	0	2,750	2,750
560	POL DUES & SUBSCRIPTIONS	12,040	10,723	12,225	12,530	305	12,530	12,530
610	POL GENERAL SUPPLIES	51,996	53,215	53,482	53,575	93	53,575	53,575
620	POL OFFICE SUPPLIES	8,500	6,247	8,500	8,500	0	8,500	8,500
625	POL POSTAGE	4,250	3,248	4,675	4,250	(425)	4,250	4,250
630	POL MAINT & REPAIR SUPPLIES	5,580	656	6,645	6,360	(285)	6,360	6,360
635	POL GASOLINE	72,675	65,831	75,915	75,915	0	75,915	75,915
660	POL VEHICLE REPAIRS	37,303	40,737	44,652	45,584	932	45,584	45,584
670	POL BOOKS & PERIODICALS	1,684	1,190	1,752	1,752	0	1,752	1,752
690	POL OTHER NON CAPITAL	146,356	145,546	31,601	42,827	11,226	22,988	22,988
TOTAL Operations & Maintenance		421,940	391,926	349,733	352,435	2,702	332,596	332,596
Capital Outlay								

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

20 Department: POLICE & ANIMAL CONTROL DEPT		Activity Center : POLICE						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
720	POL BUILDINGS	16,210	0	0	0	0	0	0
740	POL MACHINERY & EQUIPMENT	0	16,875	30,492	0	(30,492)	0	0
760	POL VEHICLES	47,000	51,112	0	0	0	0	0
	TOTAL Capital Outlay	63,210	67,987	30,492	0	(30,492)	0	0
Transfers								
910	POL TFR TO SPECIAL REVENUE	3,000	299	3,000	3,000	0	3,000	3,000
	TOTAL Transfers	3,000	299	3,000	3,000	0	3,000	3,000
	TOTAL POLICE	9,095,412	8,441,426	9,310,759	9,716,251	405,492	9,612,413	9,612,413

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:
POLICE

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
12002000 032907	POLICE PISTOL PERMIT REVENUE						
	-6,250.00	-2,730.00	-2,610.00	-1,970.00	-2,400.00	-1,800.00	-25.0%
12003000 033190	FEDERAL REIMBURSEMENT						
	.00	-4,030.14	.00	.00	.00	.00	.0%
12003000 033190 VEST	POL FEDERAL GRANT AWARDS						
	-10,390.00	-4,947.50	-1,207.50	-4,688.75	-5,642.00	-4,697.00	-16.7%
12003000 033199	FEDERAL \$ PASS THRU STATE						
	-9,736.47	-2,441.45	.00	.00	-500.00	-500.00	.0%
12003000 033593	POL NH WITNESS FEES						
	-4,934.65	-4,392.91	-3,964.29	-1,363.76	-4,750.00	.00	-100.0%
12003000 033595	POL NH STATE REIMBURSEMENTS						
	-3,155.79	-720.00	-932.11	-565.20	-840.00	-840.00	.0%
12003000 033595 ICAC	NH STATE REIMBURSEMENT						
	.00	.00	-277.27	-424.55	.00	.00	.0%
12003000 033793	POL INTERGOV REIMBURSEMENT						
	-1,950.00	.00	.00	.00	-2,208.00	.00	-100.0%
12004000 034010	POLICE CHARGES-NON SPEC DETAIL						
	-7,245.00	-6,270.00	-8,010.00	-6,210.00	-7,000.00	-4,200.00	-40.0%
12004000 034013	POL COPY CHARGES						
	-10,564.00	-10,940.91	-10,288.00	-8,234.75	-10,800.00	-10,800.00	.0%
12004000 034015	REIMBURSED POLICE DETAIL REV						
	-152,062.50	.00	.00	.00	.00	.00	.0%
12004000 034015 CAR	CRUISER REIMBURSEMENT/DETAILS						
	-26,142.87	.00	.00	.00	.00	.00	.0%
12005000 035011	POL SALE OF TN PROPERTY						
	-54,207.51	.00	-21,145.41	-3,196.17	-1,100.00	-2,400.00	118.2%
12005000 035040	DIST.COURT FINES & SETTLMNT						
	-5,878.06	-9,232.44	-8,603.10	-4,938.25	-7,325.00	-5,000.00	-31.7%
12005000 035042	POL PARKING TICKETS/FINES						
	-10,880.00	-7,280.00	-7,405.00	-5,575.00	-10,550.00	-9,250.00	-12.3%
12005000 035061	POL W/COMP & DISABILITY REIMB						
	-37,860.02	-20,063.28	-15,677.77	-24,540.87	-29,000.00	-29,000.00	.0%
12005000 035062	POL RESTITUTION REIMBURSEMENT						
	-436.06	-513.39	-61.08	-674.84	-325.00	-325.00	.0%
12005000 035063	POL REIMBURSEMENT-NON GOV						
	-551.51	.00	-595.26	.00	.00	.00	.0%
12005000 035063 SRO	REIMBURSEMENTS-NONGOV-SRO						
	.00	.00	-105,158.00	.00	-212,178.00	-224,000.00	5.6%
12005000 035064	WITNESS FEE-COURT ORDERED						
	.00	.00	-182.03	-33.74	.00	.00	.0%
12005000 035066	INSURANCE CLAIM REIMBURSEMENT						
	-1,697.32	-24,881.99	-10,987.47	-5,334.10	-11,900.00	-11,900.00	.0%
12005000 035090	POL MISCELLANEOUS REVENUE						
	-9,618.51	-2,057.10	-1,036.63	-7,174.45	-500.00	-500.00	.0%
12008000 039390	POL CAPITAL LEASE REVENUE						
	-357,516.45	-115,691.25	.00	.00	.00	.00	.0%
TOTAL POLICE							
	-711,076.72	-216,192.36	-198,140.92	-74,924.43	-307,018.00	-305,212.00	-.6%

ANIMAL CONTROL

Town of Derry, NH

Activity Center Narrative, Programs and Activities FY 2021

DEPARTMENT: Police

ACTIVITY CENTER: Animal Control

NARRATIVE

The Animal Control Bureau is a function of the Operations Division of the Police Department. It is charged with the responsibility of enforcing Town Ordinances and State statutes relative to domestic animals. This is accomplished primarily through the enforcement of the licensing ordinance for dogs, responding to citizen complaints, apprehending stray animals, maintaining a kennel and placement of strays or unwanted animals when appropriate.

PROGRAMS AND ACTIVITIES

The objective of the Animal Control Bureau this fiscal year, as in the past, is to continue to provide the highest quality service to the community.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

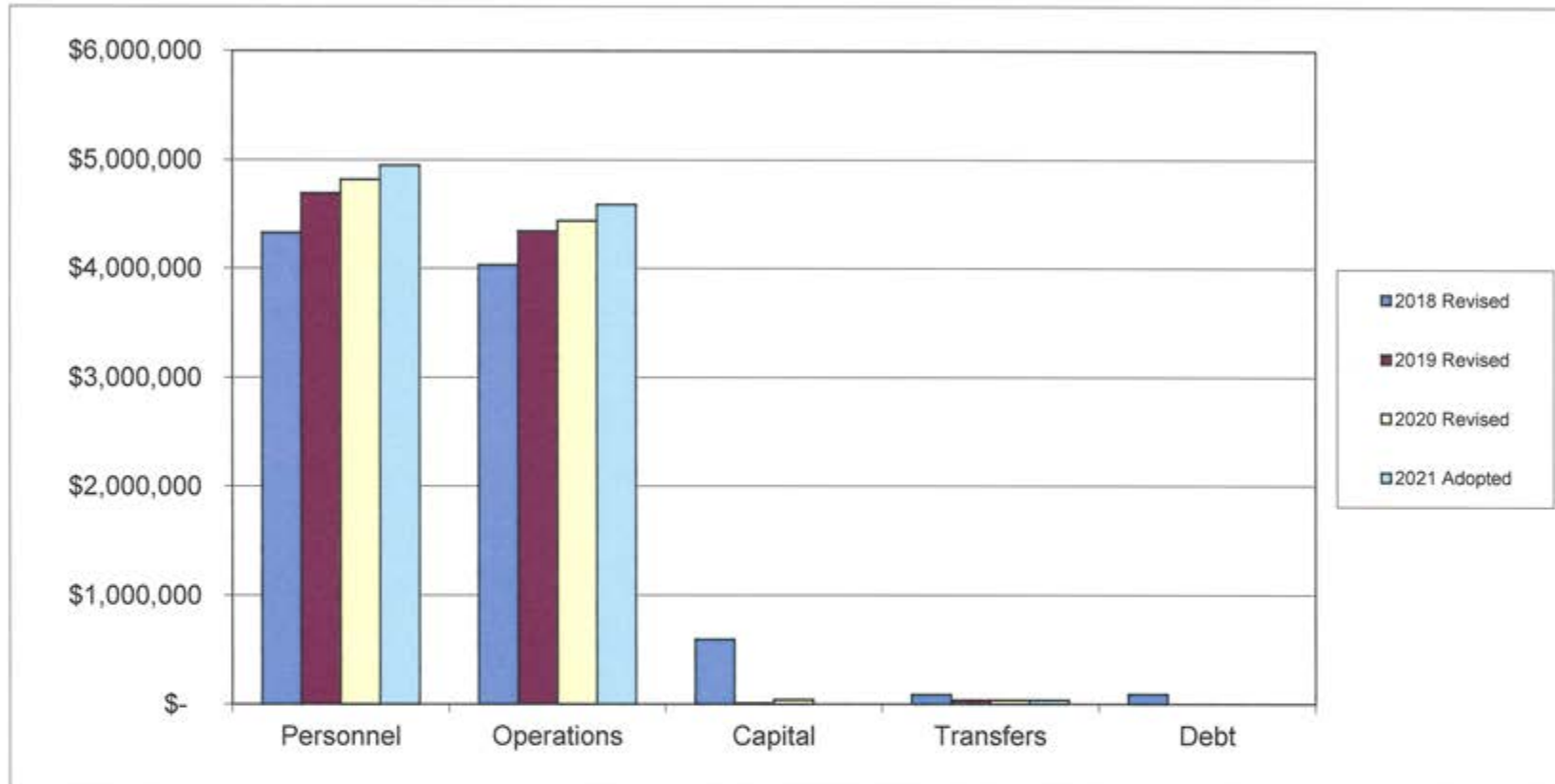
22 Department: POLICE & ANIMAL CONTROL DEPT		Activity Center : ANIMAL CONTROL						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	AC PERMANENT POSITIONS	48,155	48,888	52,074	53,496	1,422	53,496	53,496
140	AC OVERTIME	727	352	936	965	29	965	965
190	AC OTHER COMPENSATION	780	782	780	780	0	780	780
200	AC EMPLOYEE BENEFITS	26,432	26,266	27,571	29,359	1,788	28,886	28,886
291	AC TRAINING & CONFERENCES	200	0	500	500	0	500	500
292	AC UNIFORMS	400	78	400	400	0	400	400
	TOTAL Personnel Services	76,694	76,366	82,261	85,500	3,239	85,027	85,027
Operations & Maintenance								
390	AC OTHER PROFESSIONAL SERVICES	6,600	2,533	5,000	5,000	0	5,000	5,000
410	AC ELECTRICITY	1,575	1,674	1,650	1,650	0	1,650	1,650
411	AC HVAC	3,000	1,858	2,500	2,112	(388)	2,112	2,112
490	AC OTHER PROPERTY RELATED SERV	0	0	0	0	0	0	0
550	AC PRINTING	600	0	600	600	0	600	600
560	AC DUES & SUBSCRIPTIONS	40	40	40	40	0	40	40
610	AC GENERAL SUPPLIES	300	100	300	300	0	300	300
620	AC OFFICE SUPPLIES	180	0	180	180	0	180	180
630	AC MAINT & REPAIR SUPPLIES	150	0	150	150	0	150	150
635	AC GASOLINE	450	0	450	450	0	450	450
660	AC VEHICLE REPAIRS	1,400	184	1,400	1,740	340	1,740	1,740
	TOTAL Operations & Maintenance	14,295	6,389	12,270	12,222	(48)	12,222	12,222
Capital Outlay								
760	AC VEHICLES	22,000	21,257	0	0	0	0	0
	TOTAL Capital Outlay	22,000	21,257	0	0	0	0	0
Transfers								
	TOTAL ANIMAL CONTROL	112,989	104,012	94,531	97,722	3,191	97,249	97,249

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99		
ACCOUNTS FOR:							
ANIMAL CONTROL							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
12204000 034011	DOG KENNEL/BOARDING FEE						
	-1,360.00	-598.00	-670.00	-310.00	-1,000.00	-500.00	-50.0%
12205000 035011	AC SALE OF TOWN PROPERTY						
	.00	.00	-9,771.00	.00	.00	.00	.0%
12205000 035040	DOG LICENSE FINES						
	-4,430.00	-4,045.00	-2,474.00	-1,225.00	-3,300.00	-2,500.00	-24.2%
TOTAL ANIMAL CONTROL							
	-5,790.00	-4,643.00	-12,915.00	-1,535.00	-4,300.00	-3,000.00	-30.2%

PUBLIC WORKS

**Town of Derry, NH
Public Works Department Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 4,331,645	\$ 4,692,685	\$ 4,820,390	\$ 4,951,723	2.7%
Operations	4,033,529	4,344,598	4,439,596	4,589,132	3.4%
Capital	595,001	10,001	39,899	0	-100.0%
Transfers	88,201	38,201	38,200	38,200	0.0%
Debt	92,330	0	-	-	N/A
Total	\$ 9,140,706	\$ 9,085,485	\$ 9,338,085	\$ 9,579,055	2.6%

Excludes Wastewater and Water

Highway and Streets

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

DIVISION: HIGHWAY/STREET LIGHTS

DEPARTMENT MISSION:

The purpose of the Highway Division is to maintain and improve all Town highways, sidewalks, parking lots, storm water collection systems, bridges, dams, streetlights, intersection signalization and other related public infrastructure. It is the division's responsibility to maintain said roadways and infrastructure for safe public travel and use regardless of weather conditions. This mission is achieved through preventative maintenance, long term planning for improvements, and prompt emergency response to critical situations.

DEPARTMENT OBJECTIVES:

1. Reclamation of 2 roadway segments at a cost of \$143,072.00.
2. Mill and overlay of 24 roadway segments at a cost of \$1,257,194.00.
3. Shim and overlay of 2 roadway segments at a cost of \$58,220.00.
4. Inspection of outfalls in the storm water collection system with cooperation from the Environmental Engineer.
5. Work closely with the School Department, Civic Groups, and Town Departments to further implement the NPDES Phase II goals.
6. Continued cooperation with all Town departments to complete projects in a cost-effective manner.
7. Replacement of Truck 607, a 2013 6 wheel dump truck at a cost of \$200,000.
8. Replacement of a 2007 Kubota Mini-excavator at a cost of \$150,000.00.
9. Replacement of a 1985 Sewer Jetter trailer at a cost of \$90,000.00.
10. Purchase a Skidsteer machine for snow removal in the downtown and on sidewalks at a cost of \$75,000.00.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

84 Department: PUBLIC WORKS DEPT		Activity Center : HIGHWAYS & STREETS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	HWY PERMANENT POSITIONS	856,135	856,017	861,117	917,477	56,360	860,050	860,050
120	HWY TEMPORARY POSITIONS	10,000	914	10,000	10,000	0	10,000	10,000
140	HWY OVERTIME	128,600	153,445	133,830	143,330	9,500	139,189	139,189
190	HWY OTHER COMPENSATION	23,057	23,089	24,041	19,131	(4,910)	18,871	18,871
200	HWY EMPLOYEE BENEFITS	428,517	419,031	426,265	474,622	48,357	449,328	449,328
291	HWY TRAINING & CONFERENCES	4,720	1,679	4,720	4,230	(490)	4,230	4,230
292	HWY UNIFORMS	7,484	6,956	7,614	7,926	312	7,926	7,926
	TOTAL Personnel Services	1,458,513	1,461,131	1,467,587	1,576,716	109,129	1,489,594	1,489,594
Operations & Maintenance								
310	HWY ARCHITECTS/ENGINEERING	7,500	2,946	7,500	7,500	0	7,500	7,500
341	HWY TELEPHONE	3,705	3,518	3,705	3,705	0	3,705	3,705
390	HWY OTHER PROFESSIONAL SVS	1,220	10,268	1,220	2,515	1,295	2,515	2,515
410	HWY ELECTRICITY	95,681	111,907	95,681	105,269	9,588	105,269	105,269
411	HWY HVAC	6,600	5,533	6,600	6,600	0	6,600	6,600
412	HWY WATER	400	480	400	460	60	460	460
413	HWY SEWER	448	459	448	448	0	448	448
430	HWY REPAIRS & MAINTENANCE	2,004,077	1,829,508	1,500,872	1,617,586	116,714	1,597,586	1,597,586
440	HWY RENTAL & LEASES	24	258	24	24	0	24	24
490	HWY OTHER PROPERTY RELATED SVS	272,818	257,068	259,800	259,800	0	259,800	259,800
550	HWY PRINTING	1,150	1,589	1,150	700	(450)	700	700
560	HWY DUES & SUBSCRIPTIONS	2,158	2,453	2,158	2,158	0	2,158	2,158
610	HWY GENERAL SUPPLIES	6,500	11,412	6,500	10,000	3,500	10,000	10,000
620	HWY OFFICE SUPPLIES	1,298	889	1,298	1,098	(200)	1,098	1,098
625	HWY POSTAGE	250	91	250	250	0	250	250
630	HWY MAINT & REPAIR SUPPLIES	232,450	214,664	217,950	232,450	14,500	227,450	227,450
635	HWY GASOLINE	2,430	3,047	2,430	2,430	0	2,430	2,430
636	HWY DIESEL FUEL	47,250	45,326	52,500	52,500	0	52,500	52,500
690	HWY OTHER NON CAPITAL	5,600	9,111	0	8,900	8,900	8,900	8,900
	TOTAL Operations & Maintenance	2,691,559	2,512,837	2,160,486	2,314,393	153,907	2,289,393	2,289,393

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

84 Department: PUBLIC WORKS DEPT		Activity Center : HIGHWAYS & STREETS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Capital Outlay								
750	HWY FURNITURE & FIXTURES	0	0	0	0	0	0	0
	TOTAL Capital Outlay	0	0	0	0	0	0	0
Transfers								
930	HWY TFR TO CAPITAL PROJECT	0	0	0	0	0	0	0
960	HWY TFR TO TRUST/AGENCY FUND	25,000	0	25,000	25,000	0	25,000	25,000
	TOTAL Transfers	25,000	0	25,000	25,000	0	25,000	25,000
Debt Service								
	TOTAL HIGHWAYS & STREETS	4,175,072	3,973,968	3,653,073	3,916,109	263,036	3,803,987	3,803,987

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD '99			
ACCOUNTS FOR: HIGHWAYS & STREETS							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18402000 032906	ABBOTT COURT PARKING PERMITS						
	.00	.00	.00	-300.00	.00	.00	.0%
18403000 033199	FEDERAL \$ PASS THRU STATE						
	.00	-105,594.30	.00	.00	.00	.00	.0%
18403000 033530	NH HIGHWAY BLOCK GRANT REVENUE						
	-666,352.02	-1,260,980.98	-690,476.07	-701,222.44	-701,299.00	-701,298.00	.0%
18403000 033793	HWY INTERGOVERNMENTAL REIMB						
	-4,768.47	-7,720.38	-4,885.32	-4,956.99	-3,000.00	-3,000.00	.0%
18404000 034016	PWD INSPECTION FEES						
	-39,947.47	-9,244.76	-39,006.73	-36,387.59	-30,000.00	-30,000.00	.0%
18405000 035011	HYW SALE OF TOWN PROPERTY						
	-65,415.00	-10,500.00	-54,200.63	-20,748.00	-15,000.00	-20,000.00	33.3%
18405000 035061	HWY W/COMP & DISABILITY REIMB						
	.00	-10,878.32	.00	.00	.00	.00	.0%
18405000 035062	HWY RESTITUTION REIMBURSEMENT						
	-1,911.00	.00	.00	.00	.00	.00	.0%
18405000 035063	HWY REIMBURSEMENT-NONGOVERNMENT						
	-4,967.47	-3,440.56	7,088.86	-2,151.28	-8,000.00	-8,000.00	.0%
18405000 035066	INSURANCE CLAIM REIMBURSEMENT						
	.00	-29,872.75	-3,873.83	-16,269.43	.00	.00	.0%
18405000 035090	HWY MISCELLANEOUS REVENUE						
	-2,385.59	-3,570.26	-2,601.17	-582.98	.00	.00	.0%
18406000 039150 TRIMF	HWY TFR FROM TRANSP IMP CAPRES						
	-160,000.00	-160,000.00	-160,000.00	.00	-160,000.00	-160,000.00	.0%
18406000 039160 STREE	TFR FROM CHARLES ADAMS TRUST						
	-2,000.00	-1,433.85	.00	.00	-2,000.00	-2,000.00	.0%
18408000 039390	HWY CAPITAL LEASE REVENUE						
	-264,417.48	.00	.00	.00	.00	.00	.0%
TOTAL HIGHWAYS & STREETS							
	-1,212,164.50	-1,603,236.16	-947,954.89	-782,618.71	-919,299.00	-924,298.00	.5%

Transfer Station

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: TRANSFER STATION

DEPARTMENT MISSION:

To provide an effective and efficient way of handling the recycling and waste management needs of the Town in compliance with Federal, State and local laws. The Transfer Station operations will continue collection of household hazardous and yard wastes. The division will strive to find the highest revenue for recyclable goods.

DEPARTMENT OBJECTIVES:

1. Continuing improvement of the Town's Recycling Program and to strive for a 40% recycling rate from Derry's Waste Stream.
2. Provide residents with a viable option to dispose of virtually all types of solid waste including construction and demolition debris.
3. Continue to utilize the Reclamation Trust Fund to handle vehicle wastes and finance recycling projects.
4. Continue to improve revenue stream for commodities such as scrap iron, cardboard, newspaper. Also, stabilize new markets and revenues for aluminum cans.
5. Continue to collect and manage universal wastes including batteries, tires, waste oil and other products.
6. Participation in education of recycling efforts to residents, schools and civic organizations.
7. Continue to support employee solid waste certification through regular training.
8. Host Household Hazardous Waste Day in Spring 2021. Collaborate with Londonderry for their Fall 2020 event.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

88 Department: PUBLIC WORKS DEPT		Activity Center : TRANSFER STATION						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	TS PERMANENT POSITIONS	426,175	430,277	442,580	457,785	15,205	457,785	457,785
120	TS TEMPORARY POSITIONS	0	290	0	0	0	0	0
140	TS OVERTIME	34,000	58,559	33,100	37,400	4,300	36,152	36,152
190	TS OTHER COMPENSATION	6,335	6,344	6,386	5,408	(978)	5,408	5,408
200	TS EMPLOYEE BENEFITS	239,645	226,941	235,746	247,660	11,914	247,225	247,225
291	TS TRAINING & CONFERENCES	800	1,067	800	800	0	800	800
292	TS UNIFORMS	3,298	3,395	3,350	3,714	364	3,714	3,714
TOTAL Personnel Services		710,253	726,872	721,962	752,767	30,805	751,084	751,084
Operations & Maintenance								
310	TS ARCHITECT/ENGINEERING	8,152	0	4,500	4,500	0	4,500	4,500
341	TS TELEPHONE	540	540	540	540	0	540	540
342	TS DATA PROCESSING	0	0	0	734	734	734	734
390	TS OTHER PROFESSIONAL SVS	480	4,832	480	480	0	480	480
410	TS ELECTRICITY	13,913	4,024	13,913	13,913	0	13,913	13,913
411	TS HVAC	800	1,873	800	800	0	800	800
412	TS WATER	120	189	120	120	0	120	120
413	TS SEWER	180	289	180	180	0	180	180
430	TS REPAIRS & MAINTENANCE	900	27,232	9,300	18,100	8,800	13,100	13,100
490	TS OTHER PROPERTY RELATED SVS	1,116,229	1,311,308	1,258,854	1,299,304	40,450	1,299,304	1,299,304
550	TS PRINTING	1,700	187	1,700	1,700	0	1,700	1,700
560	TS DUES & SUBSCRIPTIONS	1,800	1,990	1,800	1,800	0	1,800	1,800
610	TS GENERAL SUPPLIES	0	5,413	0	0	0	0	0
620	TS OFFICE SUPPLIES	500	855	500	500	0	500	500
625	TS POSTAGE	53	8	53	53	0	53	53
630	TS MAINT & REPAIR SUPPLIES	2,000	4,634	2,000	2,000	0	2,000	2,000
635	TS GASOLINE	225	425	225	225	0	225	225
636	TS DIESEL FUEL	12,475	15,078	13,850	13,850	0	13,850	13,850
640	TS CUSTODIAL & HOUSEKEEPING	150	58	150	150	0	150	150
660	TS VEHICLE REPAIRS	0	0	2,800	0	(2,800)	0	0

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

88 Department: PUBLIC WORKS DEPT		Activity Center : TRANSFER STATION						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
690	TS OTHER NON CAPITAL	4,000	0	1,300	1,300	0	1,300	1,300
	TOTAL Operations & Maintenance	1,164,217	1,380,433	1,313,065	1,360,249	47,184	1,355,249	1,355,249
	Capital Outlay							
740	TS MACHINERY & EQUIPMENT	0	0	0	0	0	0	0
	TOTAL Capital Outlay	0	0	0	0	0	0	0
	Transfers							
	TOTAL TRANSFER STATION	1,874,470	2,107,306	2,035,027	2,113,016	77,989	2,106,333	2,106,333

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: TRANSFER STATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18802000	032909	TRANS LANDFILL PERMITS REVENUE						
		-2,950.00	-3,000.00	-3,700.00	-2,800.00	-5,000.00	-5,000.00	.0%
18803000	033594	NH STATE GRANT AWARDS						
		.00	-2,500.00	.00	.00	.00	.00	.0%
18803000	033595	HHW19	NH STATE REIMBURSEMENT					
		.00	.00	-9,547.00	.00	.00	.00	.0%
18803000	033595	HWYWM	NH STATE REIMBURSEMENT					
		.00	.00	.00	.00	-6,000.00	-5,646.00	-5.9%
18803000	033793	IGOV REIMB-RESTITUTION						
		.00	.00	-769.24	.00	.00	.00	.0%
18804000	034013	TS COPY CHARGES						
		-45.00	.00	-610.20	.00	-40.00	-40.00	.0%
18804000	034042	TRANS COMMERCIAL TIPPING FEES						
		-3,703.82	-11.62	-127.05	-61.97	-1,500.00	-1,500.00	.0%
18804000	034045	ALUM	TS RECYCLING-ALUMINUM REV					
		.00	-6,792.10	-23,980.00	16,982.08	-35,000.00	-20,000.00	-42.9%
18804000	034045	APPLI	TS RECYCLING-APPLIANCE REV					
		-10,090.00	-10,690.00	-14,188.00	-10,580.00	-10,000.00	-10,000.00	.0%
18804000	034045	BATT	TRANS RECYCLING REVENUES					
		.00	.00	-4,955.00	2,605.30	.00	.00	.0%
18804000	034045	CAST	TS RECYCLING CAST IRON					
		.00	.00	-2,073.40	-1,900.00	.00	.00	.0%
18804000	034045	CBORD	TS RECYCLING-CARDBOARD					
		-59,947.42	-55,508.02	-26,010.30	-7,670.95	-40,000.00	-15,000.00	-62.5%
18804000	034045	CMATL	TS RECYCLING-CONSTRUCT MATL					
		-282,590.13	-361,815.80	-370,265.20	-345,680.40	-379,000.00	-400,100.00	5.6%
18804000	034045	COMIN	TS COMMINGLED RECYCLING REV					
		-1,663.41	-11,652.92	-7,384.75	.00	.00	.00	.0%
18804000	034045	COP	TRANS RECYCLING REVENUES					
		.00	-4,766.00	.00	.00	.00	.00	.0%
18804000	034045	FURN	TS RECYCLING-FURN/MAT/BXSPRNG					
		-24,855.00	-28,955.00	-32,730.00	-30,920.00	-25,000.00	-30,000.00	20.0%
18804000	034045	NEWSP	TS RECYCLING-NEWSPAPER REV					
		-27,113.18	-15,158.74	.00	.00	-10,000.00	.00	-100.0%
18804000	034045	SMETL	TS RECYCLING-SCRAP METAL					
		-57,404.47	-118,154.99	-117,279.42	-47,164.90	-70,000.00	-70,000.00	.0%
18804000	034045	STEEL	TS RECYCLING-STEEL CAN REVENUE					
		.00	-199.50	.00	.00	.00	.00	.0%
18804000	034045	TEXT	TEXTILE RECYCLING REVENUE					
		-25.00	-658.50	-1,130.50	-905.00	.00	.00	.0%
18804000	034045	TINCN	TS RECYCLING-TIN CAN REVENUE					
		.00	.00	.00	.00	-8,000.00	-8,000.00	.0%
18804000	034045	TVCOM	TS RECYCLING-TV/COMPUTER REV					
		-24,270.15	-21,480.00	-23,735.00	-19,580.00	-25,000.00	-25,000.00	.0%
18805000	035011	TS SALE OF TOWN PROPERTY						
		-45,113.00	-325.00	-25,874.37	.00	.00	.00	.0%
18805000	035061	TS W/COMP & DISABILITY REIMB						
		-2,508.69	-3,322.88	.00	-28,291.16	.00	.00	.0%
18805000	035090	TS MISCELLANEOUS REVENUE						
		-445.50	-1,766.29	-1,801.56	-1,135.15	.00	.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET					FOR PERIOD 99	
ACCOUNTS FOR:								
TRANSFER STATION								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18806000 039161	WTREC TFR FROM WTIRE TRUST	-27,600.00	-42,000.00	-41,995.00	-91,400.00	-91,400.00	-114,536.00	25.3%
18808000 039390	TS CAPITAL LEASE REVENUE	-198,500.00	.00	.00	.00	.00	.00	.0%
TOTAL TRANSFER STATION		-768,824.77	-688,757.36	-708,155.99	-568,502.15	-705,940.00	-704,822.00	-.2%

Vehicle Maintenance

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: VEHICLE MAINTENANCE

DEPARTMENT MISSION:

The purpose of the Vehicle Maintenance Division is to maintain the Town's vehicle and equipment fleet, primarily Highway, Water, Wastewater, Parks, Building & Grounds, Cemetery and Recreation. Additionally, to maintain these vehicles by an effective preventative maintenance program and dedicated employee effort.

DEPARTMENT OBJECTIVES:

1. Maintain/Repair vehicles and equipment in an efficient and cost-effective manner.
2. Assure that all snow related equipment is serviced and ready for winter operations.
3. Develop specifications and recommend vehicle and equipment replacements.
4. Assist the Highway Division in emergency response situations.
5. Continued participation in training on current repair techniques.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

86 Department: PUBLIC WORKS DEPT		Activity Center : VEHICLE MAINTENANCE						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	VM PERMANENT POSITIONS	201,078	198,139	205,226	208,039	2,813	208,039	208,039
140	VM OVERTIME	9,501	16,144	9,600	12,000	2,400	10,339	10,339
190	VM OTHER COMPENSATION	13,869	13,875	13,884	13,434	(450)	13,434	13,434
200	VM EMPLOYEE BENEFITS	88,311	89,944	93,790	94,946	1,156	94,585	94,585
291	VM TRAINING & CONFERENCES	200	19	200	200	0	200	200
292	VM UNIFORMS	3,764	1,278	3,852	4,164	312	4,164	4,164
	TOTAL Personnel Services	316,723	319,399	326,552	332,783	6,231	330,761	330,761
Operations & Maintenance								
390	VM OTHER PROFESSIONAL SVS	292	143	292	292	0	292	292
410	VM ELECTRICITY	4,726	4,182	4,726	5,204	478	5,204	5,204
411	VM HVAC	6,600	5,533	6,600	6,600	0	6,600	6,600
412	VM WATER	400	133	400	400	0	400	400
413	VM SEWER	520	193	520	520	0	520	520
430	VM REPAIRS & MAINTENANCE	4,000	764	4,000	4,000	0	4,000	4,000
440	VM RENTAL & LEASES	2,400	2,937	2,400	3,300	900	3,300	3,300
620	VM OFFICE SUPPLIES	500	5	500	500	0	500	500
630	VM MAINT & REPAIR SUPPLIES	37,000	48,185	37,000	42,000	5,000	39,500	39,500
635	VM GASOLINE	2,000	1,369	2,000	2,000	0	2,000	2,000
636	VM DIESEL FUEL	0	0	0	0	0	0	0
640	VM CUSTODIAL & HOUSEKEEPING SU	500	142	500	500	0	500	500
660	VM VEHICLE REPAIRS	141,550	180,612	154,200	174,200	20,000	150,200	150,200
690	VM OTHER NON CAPITAL	10,200	14,589	6,000	5,000	(1,000)	5,000	5,000
	TOTAL Operations & Maintenance	210,688	260,326	219,138	244,516	25,378	218,016	218,016
Capital Outlay								
Transfers								
	TOTAL VEHICLE MAINTENANCE	527,411	579,725	545,690	577,299	31,609	548,777	548,777

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET					FOR PERIOD 99	
ACCOUNTS FOR:								
VEHICLE MAINTENANCE								
		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18605000 035011	VM SALE OF TOWN PROPERTY							
	-1,600.00		.00	.00	.00	.00	.00	.0%
18605000 035061	VM W/COMP & DISABILITY REIMB							
	.00		.00	-6,606.08	.00	.00	.00	.0%
18605000 035063	REIMBURSEMENTS-NONGOVERNMENTAL							
	-1,060.00		.00	.00	.00	.00	.00	.0%
18605000 035090	VM MISCELLANEOUS REVENUE							
	-141.01		-517.01	-1,330.25	-30.40	.00	.00	.0%
18606000 039160 ACARR	VM TFR FROM TRUST-A/CARR							
	-1,022.00		-1,957.00	-1,229.00	-339.00	.00	.00	.0%
TOTAL VEHICLE MAINTENANCE								
		-3,823.01	-2,474.01	-9,165.33	-369.40	.00	.00	.0%

Building and Grounds

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER Bldg & Grounds, Trees

DEPARTMENT MISSION:

The Building and Grounds Division's key responsibility is to provide a safe environment, ergonomically and mechanically; to maintain the upkeep of all Town owned facilities with landscaping service, house services functions, and equipment maintenance; to ensure cooperation and compliance with fire codes; ensure state facility standards are met; and, implement building improvements and modifications in compliance with the American Disability Act. The division assists with the maintenance of historical buildings. The division carries out its mission through preventative, scheduled, and emergency maintenance to preserve and to protect the Town's assets and their appearance. Hazardous and/or dangerous trees under the Town's jurisdiction are removed to ensure the safety of our citizens and the health of our tree stock.

DEPARTMENT OBJECTIVES:

1. Address issues that are found during the building audits.
2. To provide a safe and clean environment for all town employees and citizens in all Town facilities.
3. Continue training employees to control the cost and use of outside contractors in the general maintenance field, H.V.A.C., and other skilled trades.
4. Provide cost-effective services that meet the essential requirements of our customer.
5. Remove dead and diseased trees that are within the Town's right of way that cause an imminent danger to the public.
6. Continue reviewing and adjusting the energy management systems to reduce the energy consumption in Town buildings.
7. Replace HVAC units for cooling at Veterans Hall and Adams Memorial Building due to the phase out of R-22 refrigerant.
8. Expand driveway at rear of Fire Station 2 to allow better movement of trucks around building.
9. Install heating system and insulation in Buildings and Grounds Maintenance building.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

80 Department: PUBLIC WORKS DEPT		Activity Center : BUILDING & GROUNDS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	BG PERMANENT POSITIONS	319,144	288,022	374,266	381,649	7,383	381,649	381,649
120	BG TEMPORARY POSITIONS	22,595	42,674	23,567	24,614	1,047	24,614	24,614
140	BG OVERTIME	14,700	21,067	15,115	22,000	6,885	20,340	20,340
190	BG OTHER COMPENSATION	16,772	18,672	20,071	16,449	(3,622)	16,449	16,449
200	BG EMPLOYEE BENEFITS	134,687	109,503	148,878	152,010	3,132	151,534	151,534
291	BG TRAINING & CONFERENCES	2,000	1,300	2,000	2,000	0	2,000	2,000
292	BG UNIFORMS	3,468	2,898	3,520	3,520	0	3,520	3,520
TOTAL Personnel Services		513,366	484,136	587,417	602,242	14,825	600,106	600,106
Operations & Maintenance								
341	BG TELEPHONE	280	281	280	280	0	280	280
342	BG INFO TECH SERVICES	0	0	0	3,056	3,056	3,056	3,056
360	BG CUSTODIAL SERVICES	1,440	852	1,440	1,440	0	1,440	1,440
410	BG ELECTRICITY	70,294	83,105	64,794	79,019	14,225	79,019	79,019
411	BG HVAC	17,675	26,689	22,616	24,616	2,000	24,616	24,616
412	BG WATER	5,642	5,806	5,592	4,992	(600)	4,992	4,992
413	BG SEWER	9,398	6,677	9,252	8,112	(1,140)	8,112	8,112
430	BG CONTRACTED REPAIR & MAINT	40,599	57,498	56,039	54,614	(1,425)	54,614	54,614
490	BG OTHER PURCHASED PROF SVS	23,543	8,833	23,543	23,543	0	23,543	23,543
550	BG PRINTING	450	25	450	0	(450)	0	0
610	BG SUPPLIES-GENERAL	2,750	3,408	2,750	3,550	800	3,550	3,550
620	BG SUPPLIES-OFFICE	100	163	100	100	0	100	100
630	BG MAINT & REPAIR SUPPLIES	31,350	29,830	29,350	36,250	6,900	36,250	36,250
635	BG GASOLINE	1,305	1,591	1,305	1,305	0	1,305	1,305
636	BG DIESEL FUEL	2,070	1,568	2,300	2,300	0	2,300	2,300
640	BG SUPPLIES-CUSTODIAL&HOUSEKEP	16,400	17,018	16,400	16,400	0	16,400	16,400
650	BG SUPPLIES-GROUNDSKEEPING	2,750	2,391	2,748	2,748	0	2,748	2,748
690	BG OTHER NON CAPITAL	29,050	26,120	20,750	20,000	(750)	12,000	12,000
TOTAL Operations & Maintenance		255,096	272,319	259,709	282,325	22,616	274,325	274,325
Capital Outlay								

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

80 Department: PUBLIC WORKS DEPT		Activity Center : BUILDING & GROUNDS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
710	BG LAND & IMPROVEMENTS	0	0	0	0	0	0	0
720	BG BUILDINGS	0	0	0	0	0	0	0
760	BG VEHICLES	10,000	1,900	0	0	0	0	0
	TOTAL Capital Outlay	10,000	1,900	0	0	0	0	0
	Transfers							
	Debt Service							
	TOTAL BUILDING & GROUNDS	778,462	766,455	847,126	884,567	37,441	874,431	874,431

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: BUILDING & GROUNDS		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18005000	035011	B&G SALE OF TOWN PROPERTY						
		.00	.00	-66.50	.00	.00	.00	.0%
18005000	035031	RENT TOWN PROPERTY (ST)						
		.00	.00	-200.00	.00	.00	.00	.0%
18005000	035032	RENT TOWN PROPERTY (LT)						
		.00	-2.00	-1.00	-1.00	-1.00	-1.00	.0%
18005000	035061	BG W/COMP & DISABILITY REIMB						
		-5,016.96	-26.46	.00	-5,112.32	.00	.00	.0%
18005000	035066	INSURANCE CLAIM REIMBURSEMENT						
		.00	.00	.00	-16,128.73	.00	.00	.0%
18005000	035090	BG VENDING MACHINE REVENUE						
		-2,115.08	-4,703.34	-4,406.95	-252.66	.00	.00	.0%
18005001	035032	BG ADAMS RENT TOWN PROPERTY						
		-32,267.28	-30,600.00	-30,600.00	-30,990.00	-30,600.00	-31,380.00	2.5%
18005003	035032	RENT TOWN PROPERTY (LT)						
		-83,036.10	-153,996.06	-89,220.86	-88,984.58	-91,745.00	-90,278.00	-1.6%
TOTAL BUILDING & GROUNDS		-122,435.42	-189,327.86	-124,495.31	-141,469.29	-122,346.00	-121,659.00	-.6%

Cemetery

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: CEMETERY

DEPARTMENT MISSION:

To strive to support the community members at a time of mourning in the cemetery and provide perpetual care for each gravesite with care and compassion, consistent with the standards and policies established by the Cemetery Trustees.

DEPARTMENT OBJECTIVES:

1. To assist the Cemetery Trustees' with adopted Policies and Procedures for the mutual protection and benefit of the plot owners and those interred in the cemetery.
2. To maintain Forest Hill Cemetery as accessible and as well maintained as possible.
3. To cooperate with funeral homes to complete interment or disinterment work as requested.
4. Lay out and monument Section 42 as the prior section has been sold out.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

82 Department: PUBLIC WORKS DEPT		Activity Center : CEMETERY						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	CEM PERMANENT POSITIONS	96,725	94,294	99,380	102,336	2,956	102,336	102,336
120	CEM TEMPORARY POSITIONS	32,500	14,620	27,500	27,500	0	27,500	27,500
140	CEM OVERTIME	5,350	1,913	5,540	3,000	(2,540)	3,000	3,000
190	CEM OTHER COMPENSATION	2,487	2,489	2,536	2,369	(167)	2,369	2,369
200	CEM EMPLOYEE BENEFITS	56,313	48,276	53,953	57,461	3,508	57,326	57,326
	TOTAL Personnel Services	193,375	161,592	188,909	192,666	3,757	192,531	192,531
Operations & Maintenance								
390	CEM OTHER PROFESSIONAL SVS	160	0	160	160	0	160	160
410	CEM ELECTRICITY	1,274	1,423	1,274	1,274	0	1,274	1,274
411	CEM HVAC	3,648	4,077	3,648	3,648	0	3,648	3,648
430	CEM REPAIRS & MAINTENANCE	1,083	3,106	1,083	1,083	0	1,083	1,083
490	CEM OTHER PROPERTY RELATED SVS	500	2,000	500	500	0	500	500
550	CEM PRINTING	200	0	200	200	0	200	200
610	CEM GENERAL SUPPLIES	2,000	851	2,000	2,000	0	2,000	2,000
620	CEM OFFICE SUPPLIES	200	190	200	200	0	200	200
625	CEM POSTAGE	50	11	50	50	0	50	50
630	CEM MAINT & REPAIR SUPPLIES	2,500	3,584	2,500	4,000	1,500	4,000	4,000
635	CEM GASOLINE	3,898	3,177	1,575	1,575	0	1,575	1,575
636	CEM DIESEL FUEL	0	0	2,500	2,500	0	2,500	2,500
640	CEM CUSTODIAL & HOUSEKEEPING	150	0	150	150	0	150	150
650	CEM GROUNDSKEEPING SUPPLIES	500	392	500	500	0	500	500
690	CEM OTHER NON CAPITAL	9,950	10,531	8,494	0	(8,494)	0	0
	TOTAL Operations & Maintenance	26,113	29,343	24,834	17,840	(6,994)	17,840	17,840
Capital Outlay								
740	CEM MACHINERY & EQUIPMENT	0	0	11,899	0	(11,899)	0	0
	TOTAL Capital Outlay	0	0	11,899	0	(11,899)	0	0
Transfers								
960	CEM TFR TO TRUST/AGENCY FUND	13,200	14,675	13,200	13,200	0	13,200	13,200
	TOTAL Transfers	13,200	14,675	13,200	13,200	0	13,200	13,200

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

TOTAL CEMETERY	232,688	205,611	238,842	223,706	(15,136)	223,571	223,571
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NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR: CEMETERY							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
18202000 032906 CEMET CEM PERPETUAL CARE FEE	-10,225.00	-14,950.00	-14,675.00	-11,625.00	-13,200.00	-13,200.00	.0%
18204000 034010 BURIAL/CREMATION/INTERMENT FEE	-29,900.00	-31,300.00	-30,750.00	-24,850.00	-32,000.00	-32,000.00	.0%
18205000 035011 CEM SALE OF CEMETERY LOT	-11,125.00	-17,200.00	-16,950.00	-16,625.00	-15,400.00	-15,400.00	.0%
18205000 035090 CEM MISCELLANEOUS REVENUE	.00	.00	-100.00	-226.47	.00	.00	.0%
18206000 039162 CEMET INTERFUND TFR FROM TRST-CEMET	-55,000.00	-55,000.00	-55,000.00	-65,000.00	-65,000.00	-65,000.00	.0%
18208000 039390 CEM CAPITAL LEASE REVENUE	-26,592.00	.00	.00	.00	.00	.00	.0%
TOTAL CEMETERY							
	-132,842.00	-118,450.00	-117,475.00	-118,326.47	-125,600.00	-125,600.00	.0%

Recreation

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: RECREATION

DEPARTMENT MISSION:

To continue to meet and evaluate the needs of our residents in order to offer affordable, safe, creative, and educational recreational programs, services, and special events.

The Division remains committed to providing citizens of all ages and demographics with opportunities to participate in a variety of community programs, special events, athletic programming, and activities. We remain committed to providing open communications and to support and assist town athletic leagues, civic and private organizations, and human services agencies, in order to make certain that programming needs and community resources are available and, moreover, expanded on to meet the growing needs within our community.

DEPARTMENT OBJECTIVES:

1. To create, in conjunction with community groups and residents, a programming and operational strategy for a new multigenerational center at Alexander-Carr Park that will afford additional recreational opportunities, programming, and services that will benefit the greater Derry community.
2. To establish and enhance promotional opportunities through multiple media sources to further promote new and current events and programming opportunities for the greater Derry community.
3. To implement, support, and facilitate community-wide special events, as well as smaller recreational enrichment and athletic programming with a focus on collaborative initiatives and/or public-private partnerships to reach this decisive goal.
4. To develop cross training opportunities for seasonal/temporary employees to further retain skilled employees and enhance employment opportunities to meet the increased demand on parks and facilities.
5. To support expanding services and programming for senior citizens, by providing additional tour opportunities and health related initiatives relevant for our residents.
6. To continuously improve upon, develop, and implement operating procedures that ensure a standard of efficiency, consistency, and safety needs are being met for the benefit of all athletic programs, events, facilities, and patrons.

Town of Derry, NH
Activity Center Narrative, Programs and Activities
FY 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: RECREATION

NARRATIVE

The Recreation Division coordinates, administers, and facilitates all Town sponsored recreational programs, services, outings, and special events. The Department maintains extensive contact with outside athletic leagues, clubs, groups and agencies regarding non-sponsored programs and services. The Division is responsible for scheduling, planning, promoting, and implementing all ongoing, seasonal athletic and social programs, as well as developing operating policies and procedures that govern our programs and facilities with the goal of increasing and improving upon all recreational programs, services, initiatives, and subsequent facilities.

PROGRAMS AND ACTIVITIES

The Recreation Division coordinates and facilitates numerous annual programs and events, which aim to support community and expand programming based on public needs. Employees serve on various committees and boards to assist with coordinating additional recreational and community events. The Division continuously improves upon, develops, and implements operating procedures that ensure a standard of efficiency, consistency, and safety needs are being met for the benefit of all athletic programs, events, facilities, and patrons.

Primary programs are as follows: winter basketball, travel basketball, t-ball, wrestling, open gym, tennis, martial arts, group trips, health screenings, fitness and wellness programming, and Special Olympics. Collaborative clinics and programming with organizations such as Derry Pathfinders Snowmobile Club, Derry Youth Lacrosse, Wolverines Football, Greater Derry Track Club, and New Hampshire Fish and Game, have afforded free instructional and educational opportunities for our residents. Seasonal programming continues at park areas and facilities, where employees conduct activities, operate concession stands, safeguard patrons and town property, and assist with maintenance of these facilities.

Primary community events are as follows: Summer Concert Series, vacation programming, July Fourth fireworks & celebrations, Downtown Trick-or-Treat, and Very Derry Holiday. Key senior citizen programming and services include health and wellness screenings, chair yoga, maker space, line dancing classes, group bus trips, indoor walking, and several outings, picnics, luncheons, and dinners in conjunction with civic organizations.

The Division continues to directly assist, host, and/or co-sponsor several organizations on additional community events, such as Derryfest, Frost Festival, Summer Fun Runs, Memorial Day Parade support, Fishing Derby Day, Veterans Day, road races, special event committees, and a variety of other events.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

70 Department: PUBLIC WORKS DEPT		Activity Center : RECREATION						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	REC PERMANENT POSITIONS	159,054	157,114	167,651	150,068	(17,583)	150,068	150,068
120	REC TEMPORARY POSITIONS	214,357	166,832	204,091	211,498	7,407	211,498	211,498
140	REC OVERTIME	10,190	11,696	9,865	12,575	2,710	11,326	11,326
190	REC OTHER COMPENSATION	7,026	3,578	6,113	3,976	(2,137)	3,976	3,976
200	REC EMPLOYEE BENEFITS	69,958	67,235	69,012	76,100	7,088	75,235	75,235
291	REC TRAINING & CONFERENCES	2,000	810	2,000	2,000	0	2,000	2,000
292	REC UNIFORMS	1,000	1,455	1,000	1,000	0	1,000	1,000
TOTAL Personnel Services		463,585	408,720	459,732	457,217	(2,515)	455,103	455,103
Operations & Maintenance								
341	REC TELEPHONE	270	270	270	270	0	270	270
342	REC DATA PROCESSING	3,300	3,919	3,800	3,800	0	3,800	3,800
390	REC OTHER PROFESSIONAL SVS	60,000	64,751	61,950	67,550	5,600	67,550	67,550
430	REC REPAIRS & MAINTENANCE	1,000	2,100	1,000	1,000	0	1,000	1,000
440	REC RENTAL & LEASES	11,000	7,735	9,500	9,500	0	9,500	9,500
490	REC OTHER PROP RELATED SVS	240	240	240	240	0	240	240
550	REC PRINTING	1,800	806	1,800	2,000	200	2,000	2,000
560	REC DUES & SUBSCRIPTIONS	750	557	750	750	0	750	750
610	REC GENERAL SUPPLIES	42,500	32,774	41,000	41,000	0	41,000	41,000
620	REC OFFICE SUPPLIES	1,800	1,215	1,800	1,950	150	1,950	1,950
625	REC POSTAGE	686	888	686	686	0	686	686
630	REC MAINT & REPAIR SUPPLIES	1,000	599	1,000	1,000	0	1,000	1,000
635	REC GASOLINE	0	0	0	0	0	0	0
690	REC OTHER NON CAPITAL	2,000	598	2,000	2,000	0	2,000	2,000
TOTAL Operations & Maintenance		126,346	116,462	125,796	131,746	5,950	131,746	131,746
Capital Outlay								
Transfers								
TOTAL RECREATION		589,931	525,182	585,528	588,963	3,435	586,849	586,849

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: RECREATION		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
17002008	032900	REC SCHEDULING FEES						
		-6,190.38	-6,052.22	-6,116.10	-3,462.50	-6,000.00	-5,500.00	-8.3%
17002028	032900	REC GALLIENS BEACH PASSES						
		-5,140.00	-5,206.00	-3,648.00	-850.00	-5,500.00	-4,000.00	-27.3%
17004000	034095	REC OTHER CHARGES REV						
		.00	-15.00	.00	.00	.00	.00	.0%
17004002	034095	REC BASKETBALL TRAVEL REV						
		-7,700.00	-7,350.00	-6,825.00	-5,425.00	-7,500.00	-7,500.00	.0%
17004003	034095	REC BASKETBALL WINTER REV						
		-24,820.00	-24,500.00	-23,465.00	-23,750.00	-25,000.00	-25,000.00	.0%
17004005	034095	REC TENNIS LESSONS REV						
		-3,423.18	-3,732.72	-3,210.00	-3,637.34	-3,500.00	-3,500.00	.0%
17004010	034095	REC SOFTBALL/TBALL REV						
		-4,975.00	-5,155.00	-4,670.00	-1,410.00	-6,000.00	-6,000.00	.0%
17004011	034095	REC GALLIENS SERVICES REV						
		-12,922.00	-9,272.00	-10,402.00	-10,742.00	-11,500.00	-11,500.00	.0%
17004012	034095	REC JUDO LESSONS REV						
		-3,398.17	-3,044.75	-2,451.25	-2,620.00	-3,200.00	-3,500.00	9.4%
17004014	034095	REC DBPK CONCESSIONS						
		-25,251.75	-18,876.00	-19,387.25	-14,700.50	-21,000.00	-20,000.00	-4.8%
17004020	034095	REC A/CARR CONCESSION REV						
		-849.00	-387.50	-122.50	-771.50	-2,000.00	-1,800.00	-10.0%
17004021	034095	REC A/CARR CAMP LESSONS REV						
		-490.00	-400.00	-485.00	.00	-850.00	-850.00	.0%
17004025	034095	REC HOOD CONCESSION REV						
		-478.75	.00	.00	.00	.00	.00	.0%
17004029	034095	REC GALLIENS CONCESSION REV						
		-14,987.55	-12,232.25	-11,104.50	-8,017.25	-13,000.00	-13,000.00	.0%
17004030	034095	REC GALLIENS KAYAK LESSON REV						
		-2,520.00	-2,370.00	-1,050.00	-1,080.00	-2,000.00	-1,700.00	-15.0%
17004041	034095	REC BASEKETBALL-MENS+30 REV						
		-828.00	-760.00	-92.00	.00	.00	.00	.0%
17004042	034095	REC BUS TRIP REVENUE						
		-14,142.00	-13,915.00	-24,945.00	-12,345.00	-17,000.00	-19,000.00	11.8%
17004045	034095	REC SPORTS PICTURE REVENUE						
		-1,493.40	-967.75	-1,088.78	-723.10	-1,500.00	-1,500.00	.0%
17004047	034095	YOUTH FITNESS						
		-480.00	.00	.00	.00	.00	.00	.0%
17004051	034095	ADULT FITNESS REVENUE						
		.00	-1,490.00	.00	.00	-2,000.00	-2,000.00	.0%
17004054	034095	REC WRESTLING PROGRAM REVENUE						
		.00	.00	.00	-5,510.00	.00	-2,000.00	.0%
17005000	035061	REC W/COMP & DISABILITY REIMB						
		.00	.00	-4,736.08	.00	.00	.00	.0%
17005000	035063	REC REIMBURSEMENT-NONGOVERNMENT						
		-514.00	-200.00	.00	-750.00	.00	.00	.0%
17005000	035082	REC CONTRIBUTIONS						
		.00	-1,620.00	-201.40	.00	.00	.00	.0%
17005000	035090	REC MISCELLANEOUS REVENUE						
		-2,881.00	-3,988.25	-3,586.00	-1,908.00	-3,500.00	-3,500.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR: RECREATION							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
17005001 035031	REC DPBK BLDG-RENT -525.00	-855.00	-705.00	-795.00	-700.00	-900.00	28.6%
17005002 035031	RENT VETS HALL BLDG -10,466.25	-11,185.95	-11,810.00	-8,025.00	-12,000.00	-12,000.00	.0%
17005003 035031	REC RENTAL-ALEX CARR LODGE ST -1,674.10	-1,958.40	-2,320.00	-1,445.00	-2,500.00	-2,500.00	.0%
17006000 039160 ACARR	REC TFR FROM TRUST-A/CARR -4,539.00	-7,795.00	-4,571.00	-2,353.00	-15,256.00	-14,956.00	-2.0%
17006000 039160 MACGR	REC TFR FROM TRUST-MACGREGOR -8,000.00	-9,000.00	-9,000.00	-11,000.00	-11,000.00	-11,000.00	.0%
TOTAL RECREATION							
	-158,688.53	-152,328.79	-155,991.86	-121,320.19	-172,506.00	-173,206.00	.4%

Parks

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: PARKS

DEPARTMENT MISSION:

To continue to provide quality services and sustain exceptional standards in maintenance to the Town's public parks, playgrounds, and athletic fields.

The Division remains committed to delivering continuous maintenance services in a cost-effective manner while also providing safe recreational environments and conditions for the public. We prioritize collaborative efforts with public needs in mind, continuously working in partnership with athletic leagues, civic organizations, and businesses to find ways to develop, support, and co-fund improvements that sustain and expand opportunities that meet the growing needs within our community.

DEPARTMENT OBJECTIVES:

1. To provide the Town with park areas, facilities, athletic fields, and gardens that bring the community together and inspires a sense of pride.
2. To remain professionally competitive in order to recruit and retain temporary/seasonal employees during peak season in order to properly meet and address existing, as well as future, maintenance demands.
3. To explore viable, cost effective park development options and enhancements and implement a long-term park and facility improvement plan that will address evolving needs for Alexander-Carr Park and West Running Brook field.
4. To continue with facility improvements and park/building upgrades and renovations by utilizing Division employees and/or contracted services.
5. To remain focused and proactive at completing routine maintenance tasks, ensuring that our fields, park areas, structures, and site amenities are safe and in pristine condition for all participants.
6. To develop a field maintenance plan and schedule that addresses parameters for routine maintenance, repair, and remove from play guidelines.
7. To improve and maintain overall playing conditions at ball field and park locations through a collaborative approach with athletic leagues, civic organizations, and businesses to expand field use policies that proactively address field playability, maintenance, repairs, and CIP planning.

Town of Derry, NH

Activity Center Narrative, Programs and Activities FY 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: Parks

NARRATIVE

The Parks Division is directly responsible for all Town park areas and ball fields. This includes an extensive amount of routine maintenance tasks, such as mowing, trimming, raking, landscaping, field preparation, line striping for athletic games, facilitation of special events, litter removal, safety audits and inspections of playground equipment and apparatus. This Division plays an integral role in the safeguarding, development and implementation of the Town's recreational areas, as well as partaking in construction and major renovation projects at all Town facilities. The Division also plays an essential role during snow and ice operations by plowing, shoveling, and treating Town owned properties.

PROGRAMS AND ACTIVITIES

The Parks Division is responsible for the coordination and completion of all maintenance and repairs at park areas, which includes a variety of park systems including playground structures, athletic fields, tennis courts, basketball courts, pickle ball courts, picnic areas, waterfronts, community gardens, and other municipal areas. Division employees coordinate and carry out a variety of repairs, which includes masonry, construction, plumbing, fence repairs, and drainage projects. The Division ensures that a standard of efficiency, consistency, and safety concerns are proactively being addressed and that continuous improvements are being made for the benefit of the public

The division is also responsible for the preparation of fields for athletic games for multiple community sports leagues, youth leagues, and organizations. Continuous field maintenance typically includes, inspection of the grounds, mowing, edging, trimming, raking, filling, seeding, sport specific field lining, etc. Specifically, during unfavorable weather conditions, employees will frequently inspect the fields to address playability, keeping in mind the importance of game play, player safety, and field preservation. The Division continues to receive positive feedback and compliments about the overall condition of its athletic fields, facilities, and park areas.

Fields and parks as follow: Don Ball Park (eight areas of focus), O'Hara and Vets fields, Alexander- Carr (seven areas of focus), Hood Park (five areas of focus), Gallien's Beach, Bastek, Smith, Derry Village kickball field, Rider fields, West Running Brook fields, Buckley fields, East Derry Field, Broadview Farm, MacGregor Park, municipal lots, pocket parks, community gardens, etc.

Athletic leagues supported: Derry Demons football-cheer, Derry Wolverines football- cheer, Derry lacrosse- intermural, girls, and boys programs respectively, Derry field hockey, Derry Soccer Club, Derry Diamond Athletic Association, adult hockey league and softball league.

Primary public events supported: Summer Concert Series, July Fourth fireworks, Very Derry Holiday, Derryfest, Frost Festival, Memorial Day Observances, Veterans Day Observances, and a variety of other events that request support throughout the year.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

72 Department: PUBLIC WORKS DEPT		Activity Center : PARKS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	PAR PERMANENT POSITIONS	334,178	314,901	346,210	404,731	58,521	364,128	364,128
120	PAR TEMPORARY POSITIONS	91,570	100,243	87,155	88,880	1,725	88,880	88,880
140	PAR OVERTIME	16,665	24,678	23,603	26,823	3,220	25,574	25,574
190	PAR OTHER COMPENSATION	5,171	5,277	5,333	4,287	(1,046)	4,287	4,287
200	PAR EMPLOYEE BENEFITS	177,125	159,648	179,413	244,563	65,150	209,679	209,679
291	PAR TRAINING & CONFERENCES	2,000	2,428	2,000	2,000	0	2,000	2,000
292	PAR UNIFORMS	3,500	4,322	4,500	4,500	0	4,500	4,500
TOTAL Personnel Services		630,209	611,495	648,214	775,784	127,570	699,048	699,048
Operations & Maintenance								
341	PAR TELEPHONE	810	765	810	810	0	810	810
342	PAR DATA PROCESSING	0	0	0	799	799	799	799
360	PAR CUSTODIAL SERVICES	4,752	4,937	4,944	4,944	0	4,944	4,944
390	PAR OTHER PROFESSIONAL SVS	29,405	31,859	5,405	5,905	500	5,905	5,905
410	PAR ELECTRICITY	35,750	33,421	35,850	36,100	250	36,100	36,100
411	PAR HVAC	13,900	14,733	15,335	15,335	0	15,335	15,335
412	PAR WATER	25,750	24,697	28,450	28,450	0	28,450	28,450
413	PAR SEWER	850	740	850	850	0	850	850
430	PAR REPAIRS & MAINTENANCE	70,000	85,202	80,700	82,450	1,750	82,450	82,450
440	PAR RENTAL & LEASES	1,000	0	0	0	0	0	0
490	PAR OTHER PROPERTY RELATED SVS	2,586	2,765	40,670	10,266	(30,404)	2,766	2,766
610	PAR GENERAL SUPPLIES	7,000	10,361	7,500	7,500	0	7,500	7,500
620	PAR OFFICE SUPPLIES	500	369	500	500	0	500	500
630	PAR MAINT & REPAIR SUPPLIES	26,200	31,045	26,200	26,200	0	26,200	26,200
635	PAR GASOLINE	7,650	5,030	7,200	7,200	0	7,200	7,200
636	PAR DIESEL FUEL	6,975	4,711	7,500	7,500	0	7,500	7,500
650	PAR GROUNDSKEEPING SUPPLIES	23,228	21,115	18,800	18,800	0	18,800	18,800
690	PAR OTHER NON CAPITAL	2,500	1,753	2,500	2,500	0	2,500	2,500
TOTAL Operations & Maintenance		258,856	273,502	283,214	256,109	(27,105)	248,609	248,609
Capital Outlay								

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

72 Department: PUBLIC WORKS DEPT		Activity Center : PARKS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
710	PAR LAND & IMPROVEMENTS	1	0	0	0	0	0	0
740	PAR MACHINERY & EQUIPMENT	0	0	28,000	0	(28,000)	0	0
	TOTAL Capital Outlay	1	0	28,000	0	(28,000)	0	0
Transfers								
960	PAR TFR TO TRUST/AGENCY FUND	1	0	0	0	0	0	0
	TOTAL Transfers	1	0	0	0	0	0	0
	TOTAL PARKS	889,067	884,997	959,428	1,031,893	72,465	947,657	947,657

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET				FOR PERIOD 99	
ACCOUNTS FOR:							
PARKS							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
17204006 034010	PAR LINE STRIPING REV						
	-3,066.45	-2,993.92	-2,782.50	-2,170.00	-3,200.00	-3,200.00	.0%
17204015 034010	PAR DBPK FIELD LIGHTING RE						
	.00	.00	.00	-420.00	.00	.00	.0%
17204017 034010	PAR VETS FIELD LIGHTING REV						
	-483.33	-562.82	-403.85	-250.00	-500.00	-500.00	.0%
17205000 035011	PAR SALE OF TN PROPERTY						
	-13,502.00	-13,250.00	-18,951.00	.00	.00	.00	.0%
17205000 035061	PARKS W/COMP & DISABILITY REIM						
	.00	-565.68	-23,013.86	.00	.00	.00	.0%
17205000 035090	PARKS MISCELLANEOUS REVENUE						
	-696.27	-451.28	-168.71	-106.59	.00	.00	.0%
17205001 035082	PAR DBPK -ADOPT A FIELD REV						
	-2,500.00	-2,500.00	-2,500.00	-2,500.00	-2,500.00	-2,500.00	.0%
17205058 035032	REC RENT PROPERTY (LT) -OHARA						
	-.95	-1.05	.00	-1.00	-1.00	-1.00	.0%
17205063 035082	BARKA ADOPT A FIELD REVENUE						
	-1,525.53	-1,500.00	-1,500.00	.00	-1,500.00	-1,500.00	.0%
17206000 039160	ACARR PARKS TFR FROM TRUST-A/CARR						
	-27,617.00	-48,393.00	-37,522.00	-25,258.00	-40,849.00	-40,849.00	.0%
17209000 039399	PARKF USE PARK FACILITY CAP RES FUND						
	.00	.00	.00	.00	-38,000.00	.00	-100.0%
TOTAL PARKS							
	-49,391.53	-70,217.75	-86,841.92	-30,705.59	-86,550.00	-48,550.00	-43.9%

Health

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS	ACTIVITY CENTER: HEALTH DIVISION
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Department Mission:

The mission of the Derry Health Department is to support, cultivate and protect the health, well-being and safety of the Citizens of Derry.

Department Objectives:

1. Provide Food Service Establishment licenses to Town of Derry operators when in accordance with the regulations governing the FDA Food Code 20096, Chapter He-P 2300 Sanitary Production and Distribution of Food, and Chapter 55 Food Service Establishments.
2. Continue to conduct food service inspections twice a year to approximately 160 facilities; including restaurants, liquor lounges/bars, mobile food units, homestead operations, convenience stores, food processors, nursing homes, hospital, schools, and temporary operators.
3. Achieve compliance through routine inspections, re-inspections, complaint investigations, education and enforcement, all which are intended to help the food-service operator to comply with regulations while operating a successful business. These important and protective measures not only significantly reduce the risk of food-borne illness, thus protecting town residents and other customers from potentially devastating health consequences, but also safeguards local businesses from financial losses, as well as the Town of Derry's reputation as a trustworthy place to visit and dine. This philosophy embodies a preventive rather than reactive approach to food safety.
4. Continue to conduct food service inspections twice a year to approximately 160 facilities; including restaurants, liquor lounges/bars, mobile food units, homestead operations, convenience stores, food processors, nursing homes, hospital, schools, and temporary operators.
5. Foster and Adoptive home inspections and Childcare facility inspections will remain as an indispensable part of department.
6. On-going training to include FDA Food Code training and NH Healthy Homes to keep an up-to-date knowledge base.
7. Continue to investigate complaints regarding Chapter 48-A Housing Standards, as well as nuisance issues for Derry town residences.
8. Inform, educate, and empower Citizens of Derry about public health issues, including Healthy Homes and private well-testing to ensure good water quality.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

13 Department: PUBLIC WORKS DEPT		Activity Center : HEALTH						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	HLTH PERMANENT POSITIONS	35,092	32,873	36,962	67,396	30,434	38,722	38,722
200	HLTH EMPLOYEE BENEFITS	3,630	3,113	3,612	37,174	33,562	3,841	3,841
291	HLTH TRAINING & CONFERENCES	250	384	250	250	0	250	250
292	HLTH UNIFORMS	100	122	100	100	0	100	100
TOTAL Personnel Services		39,072	36,493	40,924	104,920	63,996	42,913	42,913
Operations & Maintenance								
341	HLTH TELEPHONE	540	585	540	540	0	540	540
440	HLTH RENTALS & LEASES	24	11	24	24	0	24	24
490	HLTH OTH PROPERTY RELATED SVS	42,995	37,800	42,995	42,995	0	42,995	42,995
550	HLTH PRINTING	350	405	350	350	0	350	350
560	HLTH DUES & SUBSCRIPTIONS	35	35	35	35	0	35	35
610	HLTH GENERAL SUPPLIES	378	80	378	378	0	378	378
620	HLTH OFFICE SUPPLIES	475	308	475	475	0	475	475
625	HLTH POSTAGE	300	161	300	300	0	300	300
635	HLTH GASOLINE	531	174	531	531	0	531	531
660	HLTH VEHICLE REPAIRS	0	0	0	0	0	0	0
TOTAL Operations & Maintenance		45,628	39,809	45,628	45,628	0	45,628	45,628
Capital Outlay								
Transfers								
TOTAL HEALTH		84,700	76,302	86,552	150,548	63,996	88,541	88,541

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR: HEALTH		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
11302000	032908	HEALTH PERMIT/INSPECTION FEES -30,495.00	-31,135.00	-31,255.00	-27,760.00	-29,640.00	-33,125.00	11.8%
11303000	033793	HLTH INTERGOV REIMBURSEMENT .00	.00	.00	.00	-2,305.00	-2,305.00	.0%
11305000	035011	SALE OF TOWN PROPERTY -4.00	.00	-11.00	.00	.00	.00	.0%
11305000	035063	HLTH REIMBURSEMENT-NONGOV .00	.00	.00	.00	-2,070.00	-2,070.00	.0%
11305000	035090	HLTH MISC REVENUE -40.00	.00	-20.00	-60.00	.00	.00	.0%
TOTAL HEALTH		-30,539.00	-31,135.00	-31,286.00	-27,820.00	-34,015.00	-37,500.00	10.2%

Code Enforcement

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

ACTIVITY CENTER: CODE ENFORCEMENT

Department Mission:

The Code Enforcement Division's primary goal is to provide effective plan review and inspectional services to ensure compliance with building codes and regulations. In addition, the Division is responsible for enforcement of the Town's Zoning Ordinance and other associated regulations.

Department Objectives:

1. Continued proactive enforcement of the Town of Derry Property Maintenance Code to effectively deal with vacant and distressed properties, particularly in the downtown area.
2. Provide timely enforcement of zoning and land use violations.
3. Provide continuing education for citizens and contractors working within the Town regarding the new adopted I-Codes.
4. Continue to provide educational opportunities for department staff in order to keep current with the latest regulations and the recently adopted I-Codes.
5. Continue to provide timely building construction related inspections for citizens and contractors living and/or working in the Town.
6. Continue to work with the Planning Department to upgrade provisions of the Zoning Ordinance and to work with the Health Officer to update certain provisions of the Town of Derry Food Code.
7. Continue to work with the Fire Prevention Office in the enforcement of life safety codes.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

62 Department: PUBLIC WORKS DEPT		Activity Center : CODE ENFORCEMENT						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	CE PERMANENT POSITIONS	248,866	250,240	258,513	264,481	5,968	264,481	264,481
140	CE OVERTIME	1,650	2,873	1,930	2,300	370	2,300	2,300
190	CE OTHER COMPENSATION	4,575	4,585	4,590	4,423	(167)	4,423	4,423
200	CE EMPLOYEE BENEFITS	109,818	107,966	111,370	118,095	6,725	116,559	116,559
291	CE TRAINING & CONFERENCES	2,100	1,400	2,100	2,100	0	2,100	2,100
292	CE UNIFORMS	580	738	590	720	130	720	720
TOTAL Personnel Services		367,589	367,801	379,093	392,119	13,026	390,583	390,583
Operations & Maintenance								
355	CE PHOTO LABORATORY	100	0	100	100	0	100	100
440	CE RENTAL & LEASES	120	158	120	120	0	120	120
550	CE PRINTING	1,000	2,582	1,000	1,500	500	1,500	1,500
560	CE DUES & SUBSCRIPTIONS	956	830	956	956	0	956	956
620	CE OFFICE SUPPLIES	1,500	813	1,500	1,500	0	1,500	1,500
625	CE POSTAGE	1,500	1,871	1,500	1,600	100	1,600	1,600
635	CE GASOLINE	1,800	1,751	1,800	1,800	0	1,800	1,800
670	CE BOOKS & PERIODICALS	750	183	750	750	0	750	750
TOTAL Operations & Maintenance		7,726	9,061	7,726	8,326	600	8,326	8,326
Capital Outlay								
Transfers								
TOTAL CODE ENFORCEMENT		375,315	376,862	386,819	400,445	13,626	398,909	398,909

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

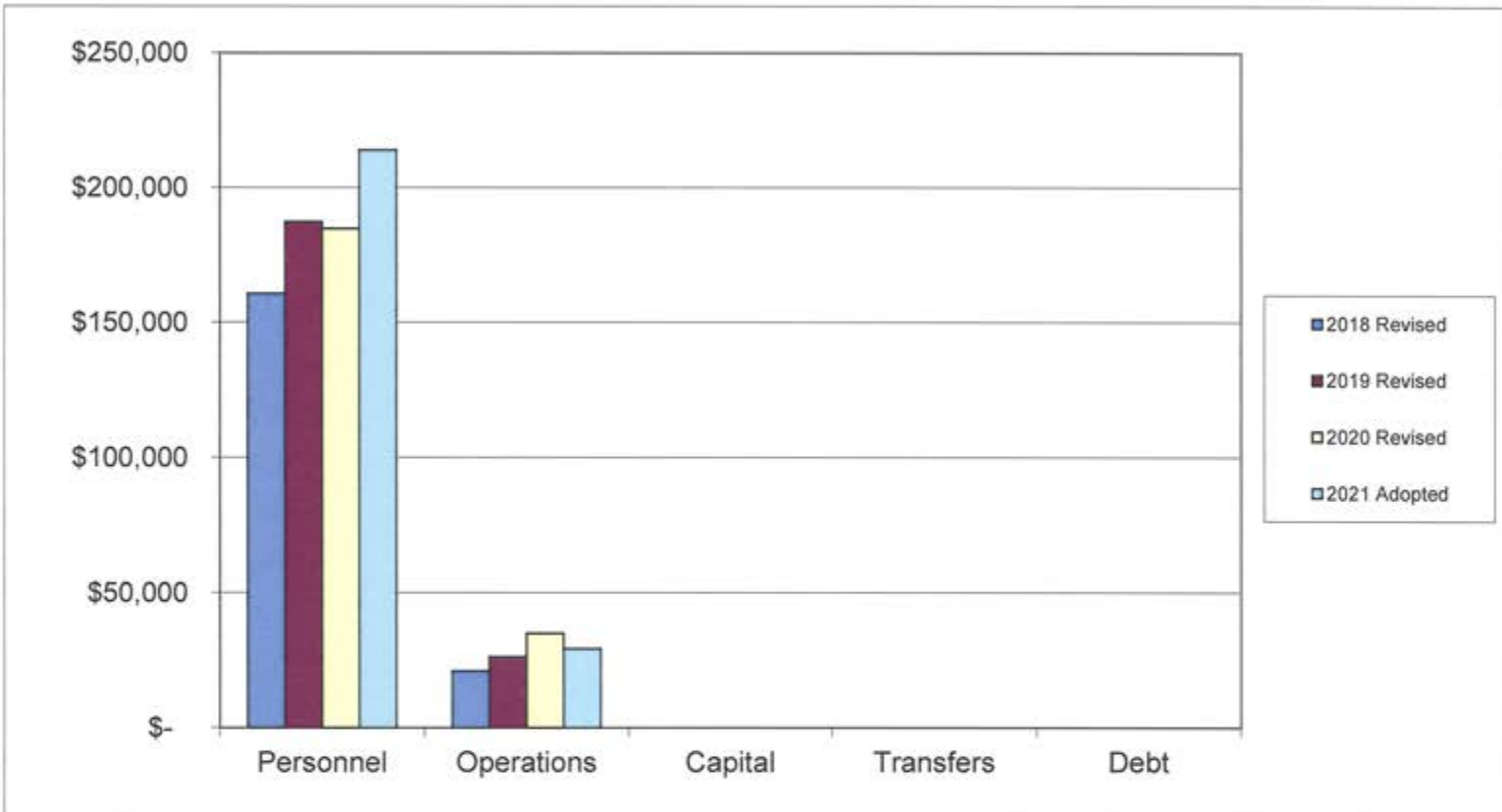
FOR PERIOD 99

ACCOUNTS FOR:
CODE ENFORCEMENT

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
16202000 032300	BUILDING PERMITS						
	-282,406.45	-195,020.97	-240,567.82	-236,754.79	-225,000.00	-225,000.00	.0%
16202000 032906	CE MOBILE HOME LICENSING						
	-650.00	-350.00	-400.00	-200.00	-675.00	-675.00	.0%
16204000 034010	CE REINSPECTION FEES						
	-35.00	-1,503.80	-712.50	-961.30	-350.00	-350.00	.0%
16204000 034013	CE COPY CHARGES						
	-189.50	-93.50	-52.41	-195.85	-100.00	-300.00	200.0%
16204000 034018	CE ZONING REVENUES						
	-3,958.26	-3,747.61	-5,078.08	-4,061.73	-4,000.00	-4,000.00	.0%
16205000 035011	SALE OF TOWN PROPERTY						
	.00	.00	.00	-4,200.00	.00	.00	.0%
16205000 035041	CE FINES FROM COURTS						
	.00	.00	-13,841.75	.00	-2,000.00	-2,000.00	.0%
16205000 035061	CE W/COMP & DISABILITY REIMB						
	.00	-273.92	-12.00	.00	.00	.00	.0%
16205000 035063	REIMBURSEMENTS-NONGOVERNMENTAL						
	.00	.00	.00	.00	-2,000.00	-2,000.00	.0%
16205000 035090	CE MISCELLANEOUS REVENUE						
	.00	.00	-84.00	.00	.00	.00	.0%
TOTAL CODE ENFORCEMENT							
	-287,239.21	-200,989.80	-260,748.56	-246,373.67	-234,125.00	-234,325.00	.1%

TOWN CLERK
AND
ELECTIONS

**Town of Derry, NH
Town Clerk and Elections Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 160,709	\$ 187,469	\$ 184,888	\$ 213,777	15.6%
Operations	21,003	26,266	35,038	29,196	-20.0%
Capital	-	-	-	-	N/A
Transfers	-	-	-	-	N/A
Debt	-	-	-	-	N/A
Total	\$ 181,712	\$ 213,735	\$ 219,926	\$ 242,973	10.5%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: Town Clerk

Department Mission:

Continue to direct and assist visitors to Town Hall in a positive manner and maintain a level of quality customer service. Complete Citizen's and Departmental requests in a timely manner.

To comply with State Statutes, Rules and Regulations as an agent for the State Departments of: Vital Records, the Secretary of State, Attorney General's office and the Election Law Commission as regulated by NH Statutes. Continually support the rules of the Derry Town Charter as required. Assist the Town Council as their Clerk.

Department Objectives:

1. Increase the awareness of convenient options available to customers for Vital Records through our NHVRIN program. This has proven to be a viable option for the customers as requests are continuing to increase.
2. To remain diligent upon notification by veterinarians to inform dog owners to license their dogs via mail & email. Reminders for annual licensing notification via email or postcards, also printed on the Motor Vehicle renewals December – April are most cost effective. Online Dog licensing users are continuing to grow each year. With the support of the Animal Control Officer to enforce the law our dog owners are complying.
3. Continue to assist the Supervisor of the Checklist with the HAVA database (ElectionNet). To hold updates for Election training to maintain an efficient and compliant Election for both the State and Town.
4. To adhere to the requirements of the Town Clerk's office for the approved "Record Retention Policy" created by the Municipal Records Committee to provide proper retention and destruction of records. To avoid duplication and loss of space. To continue the preservation program, to store and preserve all necessary Town records in the Archives.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

50 Department: TOWN CLERK & ELECTION DEPT		Activity Center : TOWN CLERK						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	TC PERMANENT POSITIONS	29,137	29,127	30,093	30,919	826	30,919	30,919
120	TC TEMPORARY POSITIONS	19,188	15,079	20,917	21,916	999	21,916	21,916
130	TC ELECTED OFFICIALS	44,179	44,302	45,627	46,867	1,240	46,867	46,867
190	TC OTHER COMPENSATION	0	0	0	0	0	0	0
200	TC EMPLOYEE BENEFITS	44,700	41,709	43,399	46,454	3,055	45,578	45,578
291	TC TRAINING & CONFERENCES	775	1,408	1,130	1,130	0	1,130	1,130
TOTAL Personnel Services		137,979	131,625	141,166	147,286	6,120	146,410	146,410
Operations & Maintenance								
390	TC OTHER PROFESSIONAL SERVICES	775	521	775	775	0	775	775
430	TC REPAIRS & MAINTENANCE	50	0	0	0	0	0	0
440	TC RENTAL & LEASES	144	165	144	144	0	144	144
550	TC PRINTING	1,065	965	5,000	10,500	5,500	5,500	5,500
560	TC DUES & SUBSCRIPTIONS	65	20	65	65	0	65	65
610	TC GENERAL SUPPLIES	2,088	2,171	2,160	2,232	72	2,232	2,232
620	TC OFFICE SUPPLIES	1,587	2,170	2,037	2,037	0	2,037	2,037
625	TC POSTAGE	2,144	2,292	2,213	2,963	750	2,963	2,963
690	TC OTHER NON CAPITAL	3,500	3,500	0	0	0	0	0
TOTAL Operations & Maintenance		11,418	11,814	12,394	18,716	6,322	13,716	13,716
Capital Outlay								
Transfers								
TOTAL TOWN CLERK		149,397	143,440	153,560	166,002	12,442	160,126	160,126

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:
TOWN CLERK

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
15002000 032104	UCC FEES						
	-6,630.00	-7,095.00	-6,645.00	-7,440.00	-5,000.00	-5,000.00	.0%
15002000 032901	DOG LICENSES						
	-31,110.00	-29,648.50	-29,048.50	-23,001.00	-28,045.00	-30,455.00	8.6%
15002000 032904	MARRIAGE LICENSE FEES						
	-1,393.00	-1,680.00	-1,750.00	-1,302.00	-1,225.00	-1,225.00	.0%
15002000 032905	VITAL RECORD FEES						
	-24,441.00	-23,343.00	-23,000.00	-20,527.00	-20,000.00	-20,000.00	.0%
15002000 032906	OTHER LICENCES, PERMITS & FEES						
	-270.00	-492.00	-508.23	-210.00	-355.00	-355.00	.0%
15003000 033595	NH STATE REIMBURSEMENT						
	-3,065.00	.00	.00	.00	.00	.00	.0%
15004000 034013	TC PHOTOCOPY SERVICE						
	-13.00	-4.25	-27.75	-17.50	-13.00	-13.00	.0%
15005000 035011	SALE OF TOWN PROPERTY						
	.00	.00	.00	.00	-500.00	-500.00	.0%
15005000 035043	TN CLERK MISC & BAD CHECK FEES						
	-5,096.00	-3,771.00	-3,885.50	-4,431.50	-4,000.00	-4,000.00	.0%
15005000 035044	CIVIL FORFEITURE						
	-26,175.00	-15,625.00	-15,775.00	-19,350.00	-15,000.00	-15,000.00	.0%
15005000 035063	REIMBURSEMENTS-NONGOVERNMENTAL						
	-226.08	-222.00	-218.80	-245.69	-500.00	-500.00	.0%
15005000 035090	TC MISCELLANEOUS REVENUE						
	1.50	.00	.00	-15.00	.00	.00	.0%
TOTAL TOWN CLERK							
	-98,417.58	-81,880.75	-80,858.78	-76,539.69	-74,638.00	-77,048.00	3.2%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

Department: Elections

Department Mission:

To keep a perpetual, accurate, and complete up to date database in accordance with the procedures of the HAVA statewide database and our associated paper files and correspondence.

Department Objectives:

1. Continue to pursue a more effective way to maintain an up to date voter registration.
2. Pursue ways to keep voter fraud at a minimum through the use of voter ID, proof of domicile, and proof of citizenship when registering new voters.
3. Continue our excellent joint working relationship with the Town Clerk for voters and Elections.
4. Maintain the continuity of operations with Town staff members to resolve issues quickly as they arise during the Election process.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

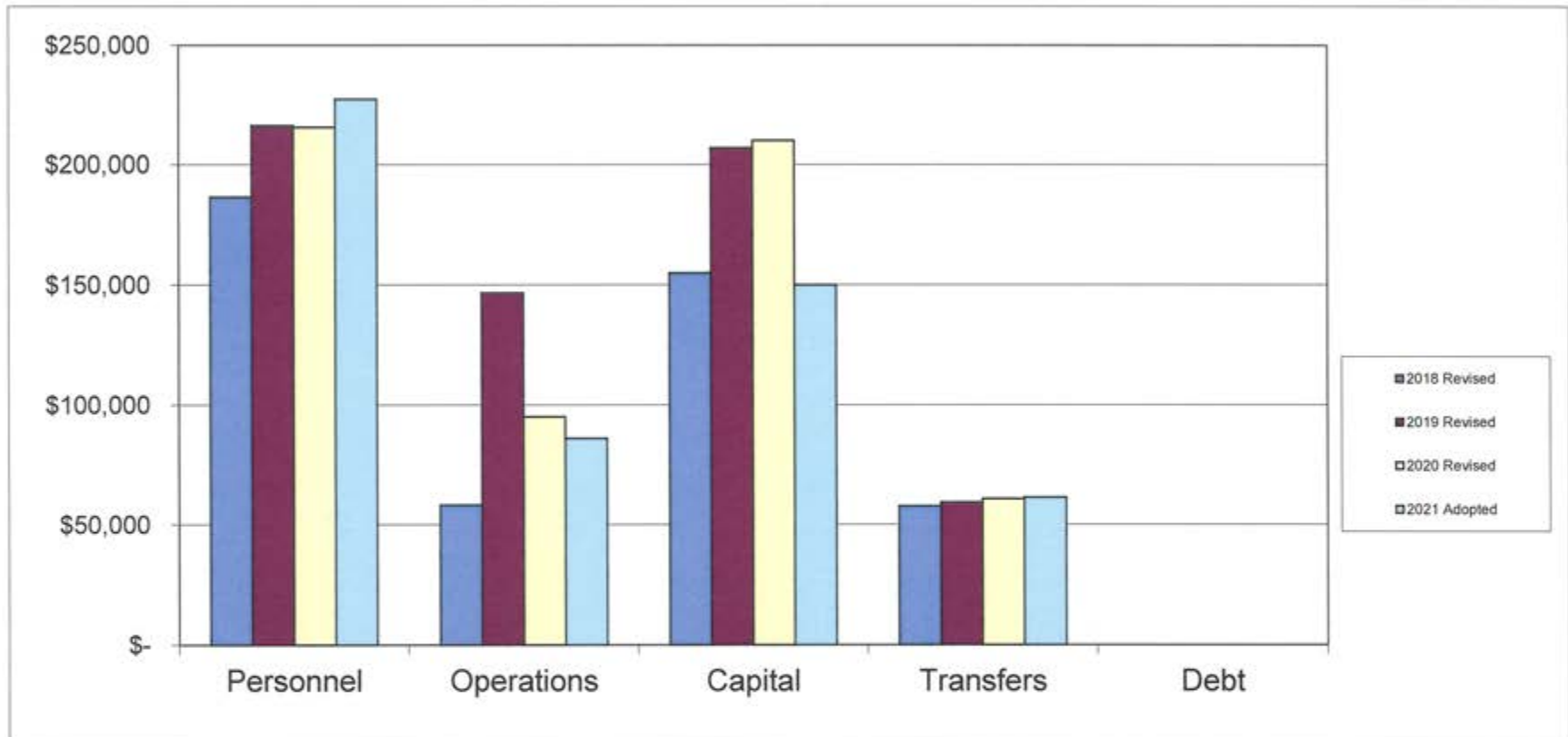
52 Department: TOWN CLERK & ELECTION DEPT		Activity Center : TOWN CLERK ELECTIONS						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
120	ELE TEMPORARY POSITIONS	20,000	14,823	13,815	34,905	21,090	34,905	34,905
130	ELE ELECTED OFFICIALS	18,463	18,405	18,463	18,463	0	18,463	18,463
140	ELE OVERTIME	6,000	4,478	6,168	6,984	816	6,984	6,984
200	ELE EMPLOYEE BENEFITS	4,952	2,913	4,576	6,315	1,739	6,315	6,315
291	ELE TRAINING & CONFERENCES	75	135	700	700	0	700	700
TOTAL Personnel Services		49,490	40,754	43,722	67,367	23,645	67,367	67,367
Operations & Maintenance								
360	ELE CUSTODIAL SERVICES	0	0	0	0	0	0	0
390	ELE OTHER PROFESSIONAL SVS	3,800	3,878	3,800	5,520	1,720	5,520	5,520
430	ELE REPAIRS & MAINTENANCE	1,887	1,572	1,887	2,625	738	2,625	2,625
440	ELE RENTAL & LEASES	909	565	909	909	0	909	909
550	ELE PRINTING	3,550	2,454	3,060	3,060	0	3,060	3,060
610	ELE GENERAL SUPPLIES	1,792	2,482	500	600	100	600	600
620	ELE GENERAL SUPPLIES	1,000	1,994	1,000	1,000	0	1,000	1,000
625	ELE POSTAGE	628	1,007	628	1,766	1,138	1,766	1,766
690	ELE OTHER NON CAPITAL	11,891	7,109	10,860	10,860	0	0	0
TOTAL Operations & Maintenance		25,457	21,060	22,644	26,340	3,696	15,480	15,480
Capital Outlay								
Transfers								
TOTAL TOWN CLERK ELECTIONS		74,947	61,814	66,366	93,707	27,341	82,847	82,847

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99		
ACCOUNTS FOR:							
TOWN CLERK ELECTIONS							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
15203000 033593	FEES FROM ST OF NH						
	.00	-417.50	.00	.00	.00	.00	.0%
15204000 034010	ELE SALE OF CHECKLIST REVENUE						
	-128.00	-177.15	-806.00	.00	-125.00	-125.00	.0%
15205000 035090	TCE MISCELLANEOUS REVENUE						
	.00	-35.00	-25.00	.00	.00	.00	.0%
TOTAL TOWN CLERK ELECTIONS							
	-128.00	-629.65	-831.00	.00	-125.00	-125.00	.0%

CABLE TV

**Town of Derry, NH
Cable Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 186,544	\$ 216,278	\$ 215,631	\$ 227,350	5.2%
Operations	58,273	146,673	95,023	86,073	-10.4%
Capital	155,000	207,000	210,000	150,000	-40.0%
Transfers	57,800	59,248	60,702	61,332	1.0%
Debt	-	-	-	-	N/A
Total	\$ 457,617	\$ 629,199	\$ 581,356	\$ 524,755	-9.7%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: EXECUTIVE

ACTIVITY CENTER: CABLE

Department Mission:

Derry Community Access Media operates the media center for the Town of Derry, NH. This includes operation of the Government Channel (**DTV 17,**) the Public Access Channel (**DTV 23,**) our **online streaming and video on demand platforms**. Programming **95.1 LP-FM** radio, and our operating our **MediaLAB**.

Continuing our implementation of our current strategic outline, we are updating equipment, staffing and training models, as well as expanding the use of social media, streaming, On-Demand, radio and other emerging digital media production and distribution solutions to better serve the community.

We aim to generate and facilitate programming that highlights and enriches Derry's local culture by being a creative hub for the community's media engagement and enjoyment. We offer many ways for individuals and groups to partner in featuring the stories and events relevant to Derry that inform, inspire, enlighten and entertain our community.

DTV 17 broadcasts Town meetings and programs relating to government affairs in Derry. We are proud to serve the community in this regard, keeping the community informed of important Town matters.

DTV 23 offers programs produced on the local, state, regional and national level to provide a diverse offering. Public access television exists to provide a voice to share interests and viewpoints and learn more about the stories and events that effect their lives in a meaningful way.

Department Objectives:

Channel 17

- Broadcast Town government meetings live enabling residents to see their local government at work. Meetings are replayed until that body meets again. Ensuring transparency in government.
- Provide coverage of major Town events and elections so residents can get information about what is going on in their community as it happens.
- Partner with Town departments and community leaders to create shows that allow taxpayers to understand what services are available to them as members of our community.
- Offer public service announcements and general government information.
- Support emergency management efforts by providing information to the public during emergencies.

Channel 23

- Promote media production, literacy, expression and education through community participation in public media programming. We achieve this by maintaining a stable, user-friendly community access station that is open to all regardless of religion, gender, race or political affiliation.

- Recruit and trains members and volunteers to create programs and series as well as help cover live productions and local events.
- Produce programming that highlights community events.
- Cast informative messaging for viewers about upcoming events and opportunities.
- Continue community outreach and education efforts.

Objectives regarding our technology

- Long range capital improvements and upgrades to our equipment remain in progress. As we move forward with these upgrades, we will have several projects to complete over the next few years.
- Broadcast Automation Servers, Wireless Remote/Studio Link, Studio Lighting upgrades, as well as major upgrades to the Meeting Room A/V systems.
- Replace the studio Tri-Caster and the Remote Production Trailer Tri-Caster.
- Replacement of Remote Cameras.

Town of Derry, NH

Activity Center Narrative, Programs and Activities Fiscal Year 2021

DEPARTMENT: EXECUTIVE

ACTIVITY CENTER: CABLE

NARRATIVE

FY2021 continues to the comprehensive updating of the center and operations. This is a dynamic and busy time in the evolution of Derry's community Media Access Center. To serve the community in an evolving media landscape, we are broadening our scope with our commitment to further use emerging digital media alongside our conventional distribution channels. We will also offer increased opportunities for engagement with the Access Center such as the expansion of our Workshop Series and MediaLAB and as well as increased opportunities for internship and other ways of getting involved.

Increasing our online presence via a more robust multimedia community portal website, use of current broadcast technology along with partnership and development with our network of sister stations across The United States will build upon the value and engagement that the DTV has offered our community for many years.

Pairing the power of the latest cost-effective broadcast and production technology available with the robust creative energy of our community will facilitate increased coverage of local events and increase opportunity of engagement in the media that matters most to the viewers and patrons we serve.

Derry Community Television's three channels, DTV 17 and DTV 23, EDU CH 6 will continue to grow as an important resource for the residents of Derry as we add streaming and Video-On-Demand capabilities, offering more ways for the community to stay connected.

DTV 17 provides live coverage of government meetings. We also stream the meetings live on our webpage. We rebroadcast these meetings daily, so viewers have many opportunities to see their Town Council, Planning Board, Zoning Board and Conservation Commission in action.

Meetings can be watched online via our Web-Site and selecting VOD Meetings. Government related events and elections are also broadcast on C17.

DTV 23 works to increase awareness and enhance community pride and culture. Daily programs produced by residents provide an entertaining local viewpoint on what is happening in our community. *The Veteran's Forum, Derry Open Mic, It's your Move, Mental Health Matters and Derry Underground, Derry Horizons, Recovery Speaks* and many more are proudly produced or in development at our station along with upcoming coverage of local athletics and town sponsored events. Internally produced programming includes important events such as DerryFest, The Holiday Parade and other ceremonies and celebrations important to our community.

Our Community Bulletin Board is used to publicize community events and emergency messages throughout the community on both channels. Slides run between programs and meetings in place of commercials. During programs and meetings, we can place an instant message at the bottom of the screen for emergency announcements and updates.

ACTIVITIES OUTSIDE MEETING COVERAGE AND ROUTINE SHOW PRODUCTION

Coverage of Events: The Very Derry Holiday Parade, Christmas Tree Lighting, Frost Festival, Miss Greater Derry Pageant, Memorial Day Parade and Derryfest are covered live using our remote production unit.

Community Access Training: We provide community members with training, equipment, facilities, and broadcast time - all free of charge. Members also "learn by doing" by becoming involved with many aspects of digital media production from development to shooting, editing and distribution.

Community Outreach: We are available to outreach to civic groups, non-profit entities such as charity or religious groups, schools and any other group interested in learning more about the services we provide and how, by working together, we may further their mission.

Non-Profit Services: We offer studio time to not-for-profit organizations serving Derry. Giving organizations an opportunity to record a public service announcement raising awareness for their cause.

Regional and State Outreach: We have the ability to share and receive programming through affiliations with the N.H. Coalition for Community Media (NHCCM) and the Northeast Region of the Alliance for Community Media (ACM-NE). Producers are encouraged to share their programs with networks available to PEG stations. We use programs from these networks to enhance our DTV 23 programming.

Anyone wishing to discover more about the services we offer and ways to become involved may log on and contact us at www.derrynh.org/cable or call at 845-5514.

Educational Access

NARRATIVE

At Derry Educational Access Television, we record concerts, assemblies and other activities throughout the year for playback to the Derry community.

Twice monthly School Board meetings are covered "LIVE" and played back several times during the week for viewers. Board Meetings and Budget Meetings are broadcast "LIVE" and Livestreamed, then archived at livestream.com/dcsdmedia

Other School Board events are covered "LIVE", for example: Public Hearings, Budget Meetings, Deliberative Session and other special meetings as needed.

Other activities recorded for playback include, Jessie Lewis: Choose Love, Special Education Workshops, Annual NH State PTA Reflections Awards Night, West Running Brook and Gilbert H. Hood Middle school athletic events.

Pinkerton Academy and Adult Learning center are encouraged to submit messages to run on DCSD-TV.

Both middle schools have access to an internal TV channel for broadcasting messages and programs throughout the school. At Gilbert H. Hood Middle School, student crews have the opportunity to participate in recording events for the school and participate in a weekly Friday Morning "LIVE" broadcast.

Students and staff are welcome to learn how to use the equipment for special projects and classroom activities.

The GHMS TV Studio is available for student and teacher use for various class activities.

PROGRAMS AND ACTIVITIES

School Board Meetings and other board meetings as requested
School Concerts and events
Guest speakers and author visits
Art Showcases
A/V Club at Gilbert H. Hood Middle School
Special assemblies and programs at schools
Middle school athletic events
Studio use for class projects

Department Mission:

Derry Educational Access Television is committed to providing the Derry, NH Comcast subscribers with informational and educational programming and to promote various activities happening in the Derry Cooperative School District.

Department Objectives:

1. To provide current information to the public by displaying messages on the DCSD Television message board system.
2. Broadcast all Derry Cooperative School Board meetings, Budget meetings and the School District Deliberative Session meetings "LIVE" from West Running Brook Middle School.
3. Continue to perform upgrades to equipment to enhance quality of broadcasts.
4. Broadcast school related events such as assemblies, concerts, sports, promotions, classroom guest speakers and other classroom activities.
5. To utilize the Derry Educational Access Television message board system to provide important information such as school closings, delayed openings or other emergency situations that may affect the Derry community.

6. Offer middle school students the opportunity to learn how to use professional video equipment and assist with recording various activities throughout the school year.
7. To work with school officials to provide additional informational programming via talk shows or in-classroom educational activities.
8. Work with Pinkerton Academy to provide more programming and messages pertaining to Derry high school students attending Pinkerton Academy.
9. Continue working to improve communication with Derry Citizens utilizing alternative sources including Facebook, Twitter and Livestream.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

34 Department: EXECUTIVE DEPT		Activity Center : CABLE TV						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	CAB PERMANENT POSITIONS	69,831	70,020	72,505	74,464	1,959	74,464	74,464
120	CAB TEMPORARY POSITIONS	97,400	57,821	97,150	104,762	7,612	104,762	104,762
190	CAB OTHER COMPENSATION	0	0	0	0	0	0	0
200	CAB EMPLOYEE BENEFITS	37,972	33,959	38,401	40,977	2,576	40,549	40,549
291	CAB TRAINING & CONFERENCES	6,075	5,608	6,075	6,075	0	6,075	6,075
292	CAB UNIFORMS	5,000	0	1,500	1,500	0	1,500	1,500
TOTAL Personnel Services		216,278	167,408	215,631	227,778	12,147	227,350	227,350
Operations & Maintenance								
320	CAB LEGAL	10,000	2,265	5,000	5,000	0	5,000	5,000
341	CAB TELEPHONE	723	98	723	723	0	723	723
342	CAB DATA PROCESSING	5,500	450	12,500	3,000	(9,500)	3,000	3,000
430	CAB REPAIRS & MAINTENANCE	2,500	175	2,500	2,500	0	2,500	2,500
440	CAB RENTAL & LEASES	20,000	20,000	20,000	20,000	0	20,000	20,000
550	CAB PRINTING	5,000	649	5,000	5,000	0	5,000	5,000
560	CAB DUES & SUBSCRIPTIONS	1,750	5,015	2,500	2,500	0	2,500	2,500
610	CAB GENERAL SUPPLIES	2,500	961	2,500	2,500	0	2,500	2,500
620	CAB OFFICE SUPPLIES	1,000	155	1,000	1,000	0	1,000	1,000
625	CAB POSTAGE	300	12	100	100	0	100	100
630	CAB MAINT & REPAIR SUPPLIES	1,750	429	1,750	1,750	0	1,750	1,750
660	CAB VEHICLE REPAIRS	6,000	47	5,000	5,000	0	5,000	5,000
670	CAB BOOKS & PERIODICALS	450	0	450	1,000	550	1,000	1,000
690	CAB OTHER NON CAPITAL	89,200	67,170	36,000	36,000	0	36,000	36,000
TOTAL Operations & Maintenance		146,673	101,490	95,023	86,073	(8,950)	86,073	86,073
Capital Outlay								
740	CAB MACHINERY & EQUIPMENT	207,000	161,125	210,000	150,000	(60,000)	150,000	150,000
TOTAL Capital Outlay		207,000	161,125	210,000	150,000	(60,000)	150,000	150,000
Transfers								
901	CAB TFR TO GENERAL FUND	5,614	5,614	7,068	7,380	312	7,380	7,380

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

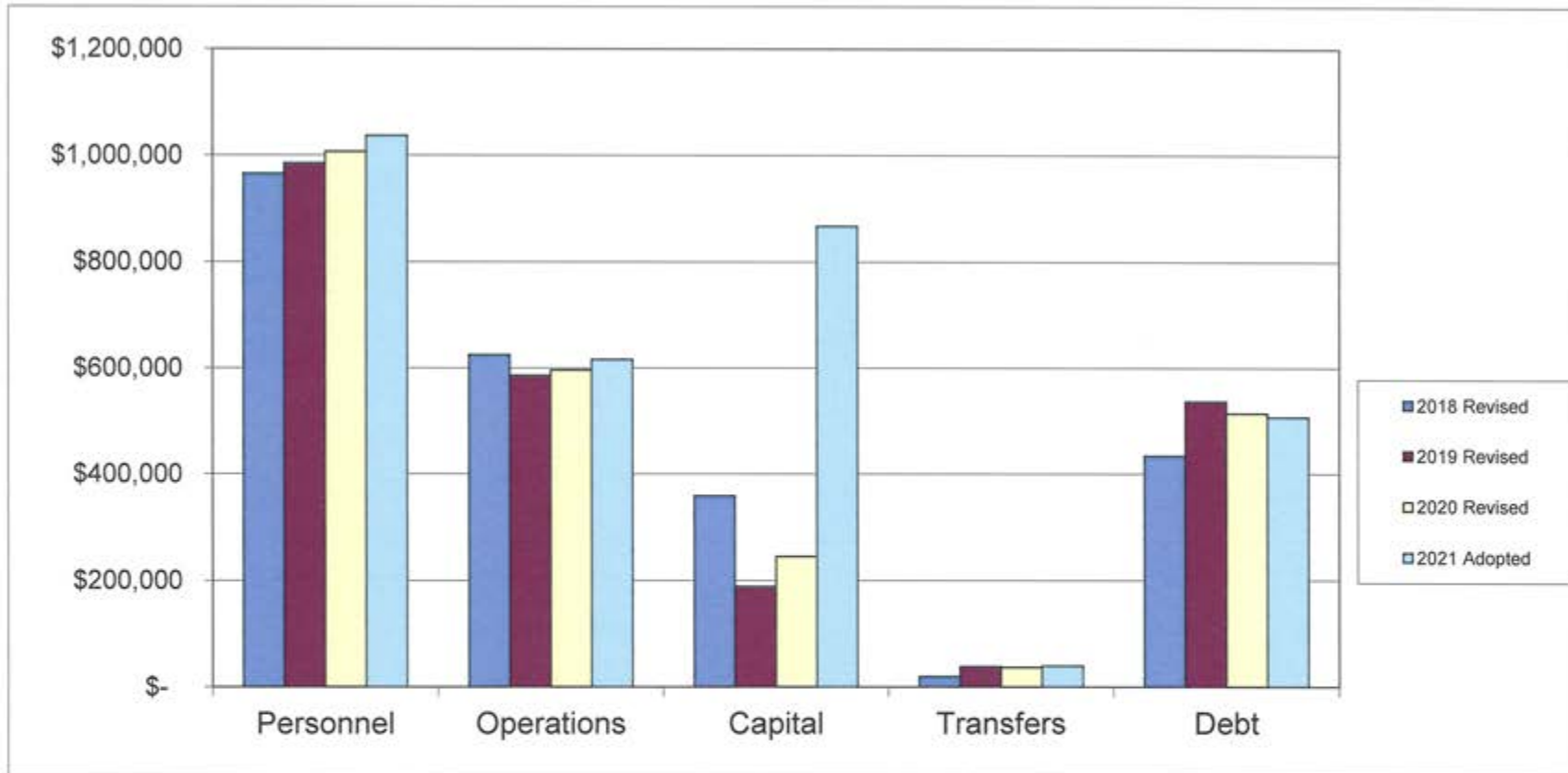
34 Department: EXECUTIVE DEPT		Activity Center : CABLE TV						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
940	CAB TFR TO OTHER GOVERNMENTS	53,634	607	53,634	53,952	318	53,952	53,952
	TOTAL Transfers	59,248	6,221	60,702	61,332	630	61,332	61,332
	Debt Service							
	TOTAL CABLE TV	629,199	436,244	581,356	525,183	(56,173)	524,755	524,755

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR:							
CABLE TV							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
30020200 032101	CABLE FRANCHISE FEE						
	-388,414.29	-375,873.59	-352,026.26	-169,815.90	-400,000.00	-340,000.00	-15.0%
30020400 034013	CABLE COPY CHARGES						
	-10.00	.00	.00	.00	.00	.00	.0%
30020500 035011	CAB SALE OF TOWN PROPERTY						
	-66.00	.00	-297.05	.00	.00	.00	.0%
30020500 035090	CAB MISCELLANEOUS REVENUE						
	-276.00	-252.00	.00	-350.00	.00	.00	.0%
30020900 039399	BUDGETARY USE OF FUND BALANCE						
	.00	.00	.00	.00	-181,356.00	-184,755.00	1.9%
TOTAL CABLE TV							
	-388,766.29	-376,125.59	-352,323.31	-170,165.90	-581,356.00	-524,755.00	-9.7%

WASTEWATER

**Town of Derry, NH
Wastewater Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 965,709	\$ 984,793	\$ 1,006,874	\$ 1,036,978	3.0%
Operations	624,507	585,865	595,737	615,785	3.4%
Capital	358,339	189,000	245,000	867,500	254.1%
Transfers	19,784	38,829	37,116	39,958	7.7%
Debt	434,161	536,789	514,503	507,197	-1.4%
Total	\$ 2,402,500	\$ 2,335,276	\$ 2,399,230	\$ 3,067,418	27.9%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

DIVISION: SEWER FUND

DEPARTMENT MISSION:

To provide adequate collection and treatment of domestic and industrial process wastewater and septage meeting EPA and NHDES regulations and environmental standards at affordable and sustainable rates and in a safe environment for our workers.

DEPARTMENT OBJECTIVES:

1. Continue infrastructure maintenance programs to include:
 - a. Sewer main root removal treatment: Maintain pipelines in good working order by removing root intrusions at pipe joints which are a source of mainline blockages until mains can be lined or replaced
 - b. Pipeline maintenance rehabilitation: Maintain the sewer collection system in good condition free of blockages and infiltrations through mainline video inspections, jet cleaning and the removal of accumulating debris. Repair infiltration and structural defects by relining pipelines and point repairs to increase the service life. Replace mains as needed and cost-effective to do so.
 - c. Manhole rehabilitation: Maintain sewer manhole structures in good condition free of structural defects and infiltration through inspections, repairs and replacements.
 - d. Maintain 10 sewer lift stations and the Wastewater Treatment Facility in good working order to provide continued uninterrupted service in accordance with State of NH and US EPA rules and regulations.
2. Implementation of Sewer Collection Operations and Maintenance Plan; comply with EPA National Pollutant Discharge Elimination System, Air Emissions, Dam, and Groundwater Release Detection permit requirements.
3. Maintain a qualified, well equipped and motivated workforce through employee training, education, safety and wellness programs
4. Conversion to Utility Billing Customer Information System (UBCIS)
5. Implement Asset Management work order and reporting system and complete integration with Town's GIS.
6. Fund system capital improvements needed to sustain overall level of service and performance, to protect the Town's investment and to improve capacity to promote growth needed to maintain a sustainable rate structure.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

92 Department: PUBLIC WORKS DEPT		Activity Center : WASTEWATER						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	WW PERMANENT POSITIONS	631,757	628,506	646,507	664,565	18,058	664,463	664,463
120	WW TEMPORARY POSITIONS	6,720	167	6,720	7,776	1,056	7,776	7,776
140	WW OVERTIME	49,527	51,992	50,135	50,676	541	50,676	50,676
190	WW OTHER COMPENSATION	25,661	39,546	32,347	30,467	(1,880)	30,467	30,467
200	WW EMPLOYEE BENEFITS	261,188	250,673	260,810	274,915	14,105	273,747	273,747
291	WW TRAINING & CONFERENCES	6,500	5,991	6,500	6,500	0	6,500	6,500
292	WW UNIFORMS	3,440	2,413	3,855	3,349	(506)	3,349	3,349
TOTAL Personnel Services		984,793	979,287	1,006,874	1,038,248	31,374	1,036,978	1,036,978
Operations & Maintenance								
310	WW ARCHITECT/ENGINEERING	17,830	6,830	10,000	30,000	20,000	30,000	30,000
320	WW LEGAL	1,000	0	1,000	2,500	1,500	2,500	2,500
340	WWCR CAPRES BANK FEE	2,450	2,853	2,800	2,800	0	2,800	2,800
341	WW TELEPHONE	3,730	642	742	740	(2)	740	740
342	WW DATA PROCESSING	11,955	11,468	11,955	12,374	419	12,374	12,374
390	WW OTHER PROFESSIONAL SVS	25,543	26,834	23,200	25,200	2,000	25,200	25,200
410	WW ELECTRICITY	240,565	312,808	285,500	274,600	(10,900)	274,600	274,600
411	WW HVAC	10,160	12,245	10,160	10,388	228	10,388	10,388
430	WW REPAIRS & MAINTENANCE	70,900	40,741	70,900	70,900	0	70,900	70,900
440	WW RENTAL & LEASES	2,480	6,005	2,860	2,860	0	2,860	2,860
480	WW PROPERTY INSURANCE	26,130	26,130	21,158	21,359	201	21,359	21,359
550	WW PRINTING	2,400	987	2,400	2,400	0	2,400	2,400
560	WW DUES & SUBSCRIPTIONS	2,131	2,919	4,955	4,880	(75)	4,880	4,880
610	WW GENERAL SUPPLIES	27,250	25,546	27,250	27,250	0	27,250	27,250
620	WW OFFICE SUPPLIES	2,000	811	2,000	2,000	0	2,000	2,000
625	WW POSTAGE	7,976	5,571	8,007	8,034	27	8,034	8,034
630	WW MAINT & REPAIR SUPPLIES	94,220	65,390	59,000	68,000	9,000	68,000	68,000
635	WW GASOLINE	6,300	4,880	6,300	6,300	0	6,300	6,300
636	WW DIESEL FUEL	3,195	3,330	4,050	4,000	(50)	4,000	4,000
640	WW CUSTODIAL & HOUSEKEEPING	2,500	2,050	2,500	2,500	0	2,500	2,500

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

92 Department: PUBLIC WORKS DEPT		Activity Center : WASTEWATER						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
650	WW GROUNDSKEEPING SUPPLIES	41,800	46,538	11,200	6,200	(5,000)	6,200	6,200
660	WW VEHICLE REPAIRS	15,950	16,263	21,000	25,200	4,200	25,200	25,200
670	WW BOOKS & PERIODICALS	250	0	300	300	0	300	300
690	WW OTHER NON CAPITAL	19,700	14,617	6,500	5,000	(1,500)	5,000	5,000
	TOTAL Operations & Maintenance	638,415	635,457	595,737	615,785	20,048	615,785	615,785
	Capital Outlay							
710	WW LAND & IMPROVEMENTS	0	0	0	0	0	0	0
720	WW BUILDINGS	190,500	166,898	20,000	350,000	330,000	350,000	350,000
730	WW OTHER IMPROVEMENTS	126,170	68,090	0	375,000	375,000	375,000	375,000
740	WW MACHINERY & EQUIPMENT	97,000	45,450	225,000	142,500	(82,500)	142,500	142,500
760	WW VEHICLES	0	0	0	0	0	0	0
780	WW INTANGIBLE ASSETS	0	0	0	0	0	0	0
	TOTAL Capital Outlay	413,670	280,438	245,000	867,500	622,500	867,500	867,500
	Transfers							
901	WTR TFR TO GENERAL FUND	33,829	33,829	32,116	34,958	2,842	34,958	34,958
940	WW TFR TO OTHER GOVERNMENTS	0	0	0	0	0	0	0
960	WW TFR TO TRUST/AGENCY FUND	5,000	5,000	5,000	5,000	0	5,000	5,000
	TOTAL Transfers	38,829	38,829	37,116	39,958	2,842	39,958	39,958
	Debt Service							
980	WW DEBT SERVICE	536,789	535,771	514,503	507,197	(7,306)	507,197	507,197
	TOTAL Debt Service	536,789	566,519	514,503	507,197	(7,306)	507,197	507,197
	TOTAL WASTEWATER	2,612,497	2,500,530	2,399,230	3,068,688	669,458	3,067,418	3,067,418

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:
WASTEWATER

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
99203000 033199	FEDERAL \$ PASS THRU STATE						
	.00	-2,465.87	.00	.00	.00	.00	.0%
99203000 033540	WW NH WATER POLLUTION GRANTS						
	-61,250.00	-59,530.00	-57,768.00	.00	-71,010.00	-77,696.00	9.4%
99204000 034013	WW COPY CHARGES						
	.00	.00	.00	.00	-10.00	-10.00	.0%
99204000 034030	WW SEWER USER CHARGES						
	-1,209,388.90	-1,215,122.17	-1,267,110.26	-933,957.73	-1,250,189.00	-1,339,363.00	7.1%
99204000 034031	WW SEPTIC DUMPING FEE						
	-3,630.85	-3,343.50	-2,704.30	-3,628.10	-3,145.00	-6,125.00	94.8%
99204000 034032	WW INSPECTION SERVICES						
	-650.00	-550.00	-1,900.00	-2,000.00	-2,250.00	-1,950.00	-13.3%
99204000 034033	WW SEPTIC DUMPING LICENCE						
	-100.00	-100.00	-100.00	-25.00	-100.00	-200.00	100.0%
99204000 034034	WW INTEREST/PENALTY CHARGES						
	-10,346.50	-10,683.45	-9,899.07	-4,389.55	-11,000.00	-5,000.00	-54.5%
99204000 034036	WW BASE CHARGE						
	-901,781.04	-906,970.92	-914,835.15	-688,036.96	-934,292.00	-961,889.00	3.0%
99204000 034037	WW SWR SERVICE-REPAIR/CLEANING						
	.00	.00	.00	.00	-250.00	-250.00	.0%
99204000 034039	WW CHARGE ABATEMENT						
	.00	1,815.46	142.64	.00	.00	.00	.0%
99205000 035001	WW SPECIAL ASSESSMNT-CAPIMPROV						
	-9,825.00	-1,500.00	-78,440.00	-30,240.00	-5,000.00	-10,430.00	108.6%
99205000 035003	WW SPECIAL ASSESSMENT-INTEREST						
	-417.54	-316.59	-547.75	-682.35	-350.00	-500.00	42.9%
99205000 035011	WW SALE OF TOWN PROPERTY						
	-1,250.00	-8,006.31	.00	-3,609.00	.00	.00	.0%
99205000 035020	WW INTEREST EARNED ON INVESTME						
	-13,026.38	-29,546.10	-46,745.93	-26,022.44	-20,000.00	-25,000.00	25.0%
99205000 035020 WWC	WW CAP RESERVE INTEREST						
	-2,453.15	-6,708.80	-11,390.40	-8,701.01	-5,000.00	-10,000.00	100.0%
99205000 035022	GAIN ON FAIR MKT VALUE-INVESTM						
	51.21	321.38	-353.53	-397.84	-50.00	-300.00	500.0%
99205000 035022 WWC	GAIN ON FAIR MKT VALUE-INVESTM						
	1,039.59	4,622.00	-4,880.30	-4,590.25	.00	.00	.0%
99205000 035061	WW W/COMP & DISABILITY REIMB						
	.00	-9,314.28	-12,951.12	-590.24	-10,000.00	-10,000.00	.0%
99205000 035066	WW INSURANCE CLAIM REIMB						
	.00	-242.50	.00	.00	.00	.00	.0%
99205000 035090	WW MISCELLANEOUS REVENUE						
	-6,049.13	-29,270.85	-32,917.60	-5,423.99	-28,559.00	-1,000.00	-96.5%
99206000 039110	INTERFUND TFR FROM G/F						
	.00	-11,993.69	.00	.00	.00	.00	.0%
99206000 039140 WWA	TFR FROM WWA FUNDS						
	-22,557.62	-27,082.00	-37,073.67	-47,992.48	-51,025.00	-54,134.00	6.1%
99206000 039140 WWC	TFR FROM WASTEWATER						
	-5,000.00	-5,000.00	-5,000.00	-5,000.00	.00	-5,000.00	.0%
99206000 039150 WWC	WW TFR FROM CAPITAL RESERVE						
	-4,696.00	.00	.00	.00	.00	-350,000.00	.0%

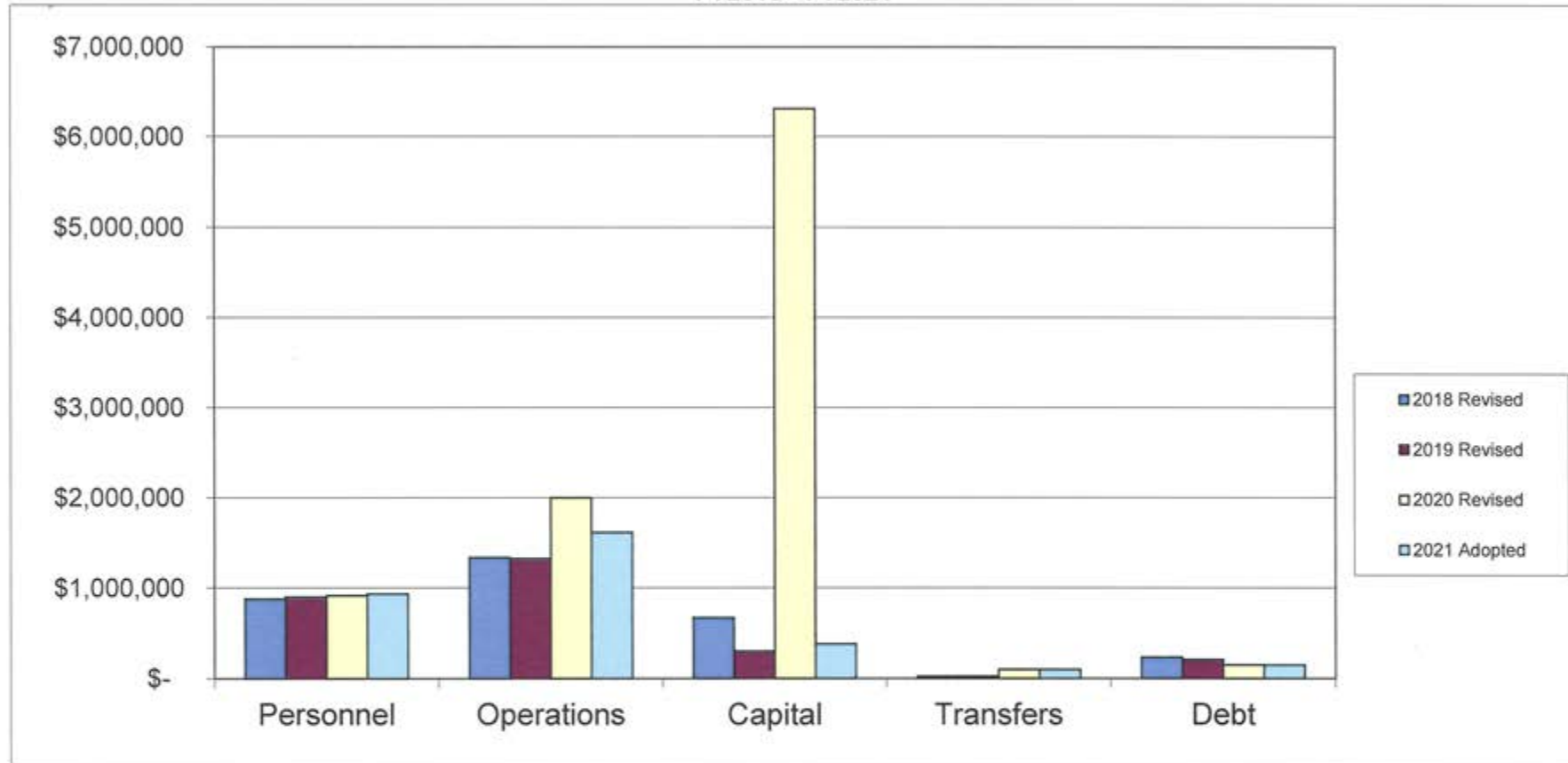
NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET					FOR PERIOD 99			
ACCOUNTS FOR: WASTEWATER								
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE	
99207000 039340	WW BOND REVENUE							
	.00	.00	.00	.00	.00	-208,571.00	.0%	
99209000 039399	WW BUDGETARY USE OF FUND BAL							
	.00	.00	.00	.00	-7,000.00	.00	-100.0%	
99211000 999063	WW BOND REFUNDING DEFER INFLOW							
	-2,209.98	-2,209.98	-2,209.98	-1,657.50	.00	.00	.0%	
TOTAL WASTEWATER								
	-2,253,541.29	-2,323,198.17	-2,486,684.42	-1,766,944.44	-2,399,230.00	-3,067,418.00	27.9%	
TOTAL REVENUE								
	-2,253,541.29	-2,323,198.17	-2,486,684.42	-1,766,944.44	-2,399,230.00	-3,067,418.00	27.9%	
TOTAL EXPENSE								
	.00	.00	.00	.00	.00	.00	.0%	
GRAND TOTAL								
	-2,253,541.29	-2,323,198.17	-2,486,684.42	-1,766,944.44	-2,399,230.00	-3,067,418.00	27.9%	

** END OF REPORT - Generated by Lisa Gazzara **

WATER

**Town of Derry, NH
Water Budget Comparison
FY2018 - FY2021**



	2018 Revised	2019 Revised	2020 Revised	2021 Adopted	% Change FY20-FY21
Personnel	\$ 877,077	\$ 899,357	\$ 915,132	\$ 932,653	1.9%
Operations	1,335,935	1,322,597	1,999,070	1,611,627	-19.4%
Capital	671,099	300,000	6,313,058	383,110	-93.9%
Transfers	22,702	23,710	98,038	97,658	-0.4%
Debt	233,212	208,658	147,029	147,559	0.4%
Total	\$ 3,140,025	\$ 2,754,322	\$ 9,472,327	\$ 3,172,607	-66.5%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2021

DEPARTMENT: PUBLIC WORKS

DIVISION: WATER FUND

DEPARTMENT MISSION:

To provide safe, reliable, potable water to 18,000 residents, institutions and businesses in Derry and Londonderry complying with federal and state regulations and to ensure the availability of adequate water supply and pressure for fire protection at affordable and sustainable rates and in a safe environment for our workers. Support regional objectives for safe and reliable drinking water.

DEPARTMENT OBJECTIVES:

1. Promote consumer confidence through the publication and distribution of Annual Water Quality Reports demonstrating compliance with water quality standards.
2. Continue Infrastructure maintenance program to include:
 - a. Water service shutoff valve/box replacement: Maintain all service and mainline shut-off valves in good working order through exercising, repair and replacement.
 - b. Meter Inspection, Testing and Replacement Program: Maintain all water service meters in good working order to ensure accurate billing. Maintain less than 10% unaccounted for water in the system.
 - c. Cross-Connection Control Program: Comply with State of NH regulations on Cross-Connection Control to prevent the contamination of the water supply through interconnections with non-potable water systems. Inspect and test high hazard backflow prevention devices twice/yr. & low hazard devices once/yr.
 - d. Hydrant replacement program: Maintain all hydrants in good working order through regular preventative maintenance, repairs and replacements.
 - e. Water Main Replacement: Maintain the water distribution system to ensure high water quality and adequate working pressures through flushing, lining, repairs and replacements. Replace undersized old transite/AC and cast-iron mains susceptible to leaking and breakage and/or contributing to water quality and pressure issues.
 - f. Maintain 6 booster stations, 2 control valve vaults, Municipal Water Storage tank and 3 community water systems through regular inspections, equipment maintenance and repairs and replacements of worn and outdated underperforming equipment.
 - g. Conduct incremental leak detection surveys to identify and repair water leaks and minimize lost water.
3. Meet NHDES & EPA water quality requirements.
4. Maintain a qualified, well-equipped and motivated workforce through employee training, education, wellness and safety programs
5. Conversion to MUNIS Utility Billing Customer Information System (UBCIS)
6. Implement Asset Management work order and reporting system and complete integration with Town's GIS.
7. Fund capital improvements needed to sustain a high level of service and performance, to protect the Town's investment and to improve capacity to promote growth needed to maintain a sustainable rate structure.

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

90 Department: PUBLIC WORKS DEPT		Activity Center : WATER						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	WTR PERMANENT POSITIONS	562,132	561,383	576,144	587,795	11,651	587,693	587,693
120	WTR TEMPORARY POSITIONS	6,720	1,532	6,720	7,776	1,056	7,776	7,776
140	WTR OVERTIME	53,660	43,688	54,355	55,017	662	55,017	55,017
190	WTR OTHER COMPENSATION	36,956	48,903	38,949	33,895	(5,054)	33,895	33,895
200	WTR EMPLOYEE BENEFITS	230,149	220,754	228,864	239,782	10,918	238,617	238,617
291	WTR TRAINING & CONFERENCES	6,500	5,908	6,500	6,500	0	6,500	6,500
292	WTR UNIFORMS	3,240	2,779	3,600	3,155	(445)	3,155	3,155
TOTAL Personnel Services		899,357	884,948	915,132	933,920	18,788	932,653	932,653
Operations & Maintenance								
310	WTR ARCHITECT/ENGINEERING	1,000	379	643,800	40,000	(603,800)	40,000	40,000
320	WTR LEGAL	1,000	8,818	11,000	10,000	(1,000)	10,000	10,000
340	WCA CAPRES BANK FEE	2,200	2,225	2,200	2,150	(50)	2,150	2,150
341	WTR TELEPHONE	5,050	2,516	2,170	2,470	300	2,470	2,470
342	WTR DATA PROCESSING	14,411	12,695	11,711	15,923	4,212	15,923	15,923
390	WTR OTHER PROFESSIONAL SVS	14,650	13,836	15,150	14,650	(500)	14,650	14,650
410	WTR ELECTRICITY	49,250	47,010	50,000	80,560	30,560	80,560	80,560
411	WTR HVAC	7,980	7,370	8,060	9,200	1,140	9,200	9,200
412	WTR WATER	845,238	811,235	871,314	915,677	44,363	915,677	915,677
430	WTR REPAIRS & MAINTENANCE	50,700	38,482	56,200	124,700	68,500	124,700	124,700
440	WTR RENTAL & LEASES	43,974	41,654	45,004	44,800	(204)	44,800	44,800
480	WTR PROPERTY INSURANCE	25,893	25,893	20,697	21,080	383	21,080	21,080
490	WTR OTHER PROPERTY RELATED SVS	15,000	4,408	15,000	10,000	(5,000)	10,000	10,000
550	WTR PRINTING	3,310	4,857	3,310	4,010	700	4,010	4,010
560	WTR DUES & SUBSCRIPTIONS	2,345	1,346	3,755	3,950	195	3,950	3,950
610	WTR GENERAL SUPPLIES	13,990	9,496	14,113	12,431	(1,682)	12,431	12,431
620	WTR OFFICE SUPPLIES	2,000	597	2,000	2,000	0	2,000	2,000
625	WTR POSTAGE	6,007	5,790	6,207	6,248	41	6,248	6,248
630	WTR MAINT & REPAIR SUPPLIES	194,481	70,982	177,154	203,003	25,849	203,003	203,003
635	WTR GASOLINE	11,925	7,958	11,925	11,925	0	11,925	11,925

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

90 Department: PUBLIC WORKS DEPT		Activity Center : WATER						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
636	WTR DIESEL FUEL	11,700	13,335	11,700	13,000	1,300	13,000	13,000
640	WTR CUSTODIAL & HOUSEKEEPING	1,500	245	1,500	1,500	0	1,500	1,500
650	WTR GROUNDSKEEPING SUPPLIES	1,000	1,836	1,500	29,500	28,000	29,500	29,500
660	WTR VEHICLE REPAIRS	13,950	31,845	13,500	23,250	9,750	23,250	23,250
670	WTR BOOKS & PERIODICALS	100	0	100	100	0	100	100
690	WTR OTHER NON CAPITAL	15,500	12,751	0	7,000	7,000	7,000	7,000
660	WW VEHICLE REPAIRS	0	3,330	0	2,500	2,500	2,500	2,500
TOTAL Operations & Maintenance		1,354,154	1,180,888	1,999,070	1,611,627	(387,443)	1,611,627	1,611,627
Capital Outlay								
730	WTR OTHER IMPROVEMENTS	620,087	512,269	6,073,058	550,000	(5,523,058)	550,000	338,110
760	WTR VEHICLES	50,000	39,091	0	45,000	45,000	45,000	45,000
780	WTR INTANGIBLE ASSETS	0	0	240,000	0	(240,000)	0	0
TOTAL Capital Outlay		670,087	551,360	6,313,058	595,000	(5,718,058)	595,000	383,110
Transfers								
901	WTR TFR TO GENERAL FUND	18,710	18,710	23,138	22,758	(380)	22,758	22,758
940	WTR TFR TO OTHER GOVERNMENTS	0	2,324	69,900	69,900	0	69,900	69,900
960	WTR TFR TO TRUST/AGENCY FUND	5,000	5,000	5,000	5,000	0	5,000	5,000
TOTAL Transfers		23,710	26,034	98,038	97,658	(380)	97,658	97,658
Debt Service								
980	WTR DEBT SERVICE	208,658	207,234	147,029	147,559	530	147,559	147,559
TOTAL Debt Service		208,658	212,222	147,029	147,559	530	147,559	147,559
TOTAL WATER		3,155,966	2,855,452	9,472,327	3,385,764	(6,086,563)	3,384,497	3,172,607

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021		FY2021 BUDGET		FOR PERIOD 99				
ACCOUNTS FOR:								
WATER		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
99003000	033199	FEDERAL \$ PASS THRU STATE						
		.00	.00	-3,900.00	.00	.00	.00	.0%
99003000	033540	MTBE NH WATER POLLUTION GRANTS						
		-1,784,297.58	-835,681.70	.00	.00	.00	.00	.0%
99003000	033540	SNHWP NH WATER POLLUTION GRANTS						
		.00	.00	.00	-3,503,961.00	-6,701,858.00	.00	-100.0%
99003000	033793	INTERGOV REIMBURSEMENTS						
		-19,111.85	-19,111.85	-19,111.85	-19,111.85	-19,112.00	-19,112.00	.0%
99004000	034013	WTR COPY CHARGES						
		-906.00	-891.00	-897.00	-660.00	-850.00	-800.00	-5.9%
99004000	034020	WTR BILLED WATER USAGE						
		-1,345,587.04	-1,267,183.31	-1,266,139.41	-953,968.00	-1,259,720.00	-1,330,018.00	5.6%
99004000	034021	WTR FINAL BILL FEE						
		-3,270.00	-3,030.00	-3,465.00	-2,490.00	-3,300.00	-6,600.00	100.0%
99004000	034022	WTR SERVICE CHARGES-JOB WORKS						
		-32,533.62	-35,566.21	-31,477.00	-25,806.45	-35,811.00	-39,100.00	9.2%
99004000	034022	BULK WTR BULK WATER SALES						
		-27,769.00	-17,720.00	-22,680.00	-19,840.00	-20,000.00	-20,800.00	4.0%
99004000	034022	HOOK WTR HOOKUP FEE						
		-12,050.20	-97,923.00	-4,757.60	-42,993.00	-34,505.00	-44,704.00	29.6%
99004000	034022	INSTL WTR INSTALL METER & READER						
		-9,564.63	-18,755.13	-10,771.87	-17,709.28	-17,558.00	-36,520.00	108.0%
99004000	034022	MSDC W MERRIMACK RIVER SOURCE DEVEL						
		-23,255.91	-41,470.00	-24,514.00	-39,034.00	-46,181.00	-88,179.00	90.9%
99004000	034023	WTR PERMIT & INSPECTION FEES						
		-1,200.00	-2,500.00	-2,175.00	-2,350.00	-2,400.00	-3,500.00	45.8%
99004000	034024	WTR INTEREST/PENALTY-DEL ACCTS						
		-16,301.00	-12,505.94	-10,648.14	-8,823.12	-16,000.00	-16,000.00	.0%
99004000	034026	WTR BASE CHARGES						
		-778,441.60	-822,465.67	-828,930.86	-623,935.21	-845,202.00	-878,968.00	4.0%
99004000	034029	WTR CHARGE ABATEMENT						
		.00	973.06	654.20	.00	.00	.00	.0%
99005000	035001	WTR BETTERMENT-CAPITAL ASSESS						
		-33,485.00	-10,000.00	-97,000.00	.00	-10,000.00	-22,800.00	128.0%
99005000	035003	WTR BETTERMENT-INTEREST ASSESS						
		-8,855.32	-8,414.03	-7,844.55	-5,709.59	-8,000.00	-8,000.00	.0%
99005000	035011	WTR SALE OF TOWN PROPERTY						
		-14,500.00	.00	-3,629.12	.00	.00	-186,000.00	.0%
99005000	035020	WTR INTEREST EARNED ON WTRFUND						
		-33,159.82	-45,418.70	-70,232.98	-40,130.78	-30,000.00	-50,000.00	66.7%
99005000	035022	GAIN ON FAIR MKT VALUE-INVESTM						
		51.21	321.38	-353.53	-397.84	-50.00	-50.00	.0%
99005000	035032	HYDRA WTR HYDRANT RENTAL BY FIRE						
		-414,013.00	-416,419.50	-418,156.00	-420,060.00	-420,060.00	-419,856.00	.0%
99005000	035061	WTR W/COMP & DISABILITY REIMB						
		.00	-12.00	-794.08	-22,225.88	-100.00	-500.00	400.0%
99005000	035062	WTR RESTITUTION REIMBURSEMENT						
		.00	-3,070.26	.00	.00	.00	.00	.0%
99005000	035063	WTR REIMBURSEMENT-NONGOVERNMENT						
		-810.00	-3,487.90	-13,213.89	-910.00	-1,000.00	-1,000.00	.0%

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR:							
WATER							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
99005000 035066	WTR INSURANCE CLAIM REIMB						
	-1,296.60	-242.50	-3,565.63	.00	.00	.00	.0%
99005000 035090	WTR MISCELLANEOUS REVENUE						
	-2,494.79	-1,792.35	-1,560.22	-2,731.24	-620.00	-100.00	-83.9%
99006000 039110	INTERFUND TFR FROM G/F						
	.00	.00	-8,100.08	.00	.00	.00	.0%
99006000 039110 MTBE	INTERFUND TFR FROM G/F MTBE						
	.00	-357,258.00	.00	.00	.00	.00	.0%
99006000 039141 WCA	TFR FROM WATER						
	-5,000.00	-5,000.00	-5,000.00	-5,000.00	.00	.00	.0%
99011000 999063	W BOND REFUNDING DEFER INFLOW						
	-3,734.84	-3,734.84	-3,734.84	-1,827.51	.00	.00	.0%
TOTAL WATER							
	-4,571,586.59	-4,028,359.45	-2,861,998.45	-5,759,674.75	-9,472,327.00	-3,172,607.00	-66.5%

Tax Increment Financing (TIF) Districts

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

99 Department: TAX INCREMENT FINANCING DIST		Activity Center : TIF DISTRICT						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Personnel Services								
110	TIF PERMANENT POSITIONS	0	0	30,000	45,325	15,325	57,427	57,427
190	TIF OTHER COMPENSATION	0	0	0	0	0	260	260
200	TIF EMPLOYEE BENEFITS	0	0	12,000	35,557	23,557	22,946	22,946
	TOTAL Personnel Services	0	0	42,000	80,882	38,882	80,633	80,633
Operations & Maintenance								
330	TIF MANAGEMENT SERVICES	0	0	15,000	15,000	0	20,000	20,000
390	TIF OTHER PROFESSIONAL SERVICE	0	0	6,500	6,500	0	0	0
410	TIF UTILITIES - ELECTRICITY	0	0	5,500	5,500	0	5,500	5,500
430	TIF REPAIRS & MAINTENANCE	0	0	47,445	137,920	90,475	137,920	137,920
490	TIF OTH PROPERTY RELATED SVS	0	0	34,500	4,500	(30,000)	111,000	111,000
610	TIF GENERAL SUPPLIES	0	0	10,000	10,000	0	10,000	10,000
	TOTAL Operations & Maintenance	0	0	118,945	179,420	60,475	284,420	284,420
Transfers								
910	TIF TFR TO SPECIAL REV FUNDS	0	0	250,000	0	(250,000)	0	0
960	TIF TFR TO CAPITALRESERVE FUND	0	0	235,000	0	(235,000)	271,000	271,000
	TOTAL Transfers	0	0	485,000	0	(485,000)	271,000	271,000
Debt Service								
980	TIF DEBT SERVICE	525,422	525,293	527,537	288,950	(238,587)	288,950	288,950
	TOTAL Debt Service	525,422	525,293	527,537	288,950	(238,587)	288,950	288,950
	TOTAL TIF DISTRICT	525,422	525,293	1,173,482	549,252	(624,230)	925,003	925,003

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET						FOR PERIOD 99	
ACCOUNTS FOR: TIF DISTRICT							
	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
19901000 031100 ASH	ASH REAL ESTATE TAX REVENUE						
	-217,853.00	-236,328.00	-218,076.00	-237,439.00	-233,749.00	.00	-100.0%
19901000 031100 DCC	REAL ESTATE TAX REVENUE						
	.00	.00	.00	-706,628.00	.00	-693,003.00	.0%
19901000 031100 GWAY	REAL ESTATE TAX REVENUE						
	.00	.00	.00	.00	.00	-232,000.00	.0%
19901000 031100 RTE28	RTE 28 REAL ESTATE TAX REVENUE						
	-545,158.00	-698,233.00	-1,009,559.00	.00	-689,733.00	.00	-100.0%
19909000 039399 ASH	USE OF ASH ST TIF FUND BALANCE						
	.00	.00	.00	.00	-4,246.00	.00	-100.0%
19909000 039399 DCC	BUDGETARY USE OF FUND BALANCE						
	.00	.00	.00	.00	-250,000.00	-13,046.00	-94.8%
19909000 039399 GWAY	BUDGETARY USE OF FUND BALANCE						
	.00	.00	.00	.00	.00	-4,884.00	.0%
19909000 039399 RTE28	USE OF RTE28 TIF FUND BALANCE						
	.00	.00	.00	.00	-13,157.00	.00	-100.0%
TOTAL TIF DISTRICT							
	-763,011.00	-934,561.00	-1,227,635.00	-944,067.00	-1,190,885.00	-942,933.00	-20.8%
TOTAL REVENUE							
	-22,740,947.29	-23,291,699.39	-24,996,858.02	-21,900,090.61	-30,805,735.00	-24,067,386.00	-21.9%
TOTAL EXPENSE							
	.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL							
	-22,740,947.29	-23,291,699.39	-24,996,858.02	-21,900,090.61	-30,805,735.00	-24,067,386.00	-21.9%

** END OF REPORT - Generated by Lisa Gazzara **

**CAPITAL
IMPROVEMENT
PLAN (CIP)
for
Fiscal Years
2021-2026**

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

35 Department: EXECUTIVE DEPT		Activity Center : CAPITAL EXPENDITURES						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Operations & Maintenance								
690	CAP OTHER NON CAPITAL	209,397	212,463	70,000	0	(70,000)	0	0
	TOTAL Operations & Maintenance	209,397	212,463	70,000	0	(70,000)	0	0
Capital Outlay								
720	CAP EXP BUILDINGS	0	0	140,000	0	(140,000)	0	0
730	CAP EXP OTHER IMPROVEMENTS	0	0	0	25,000	25,000	25,000	25,000
740	CAP EXP MACHINERY & EQUIP	1,718,791	978,964	283,759	1,247,540	963,781	1,247,540	1,247,540
760	CAP EXP VEHICLES & EQUIP	1,539,977	1,396,329	794,660	1,380,000	585,340	1,380,000	1,380,000
780	CAP EXP INTANGIBLE ASSETS	0	0	35,000	0	(35,000)	0	0
	TOTAL Capital Outlay	3,258,768	2,375,293	1,253,419	2,652,540	1,399,121	2,652,540	2,652,540
Transfers								
	TOTAL CAPITAL EXPENDITURES	3,468,165	2,587,756	1,323,419	2,652,540	1,329,121	2,652,540	2,652,540

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

CAPITAL EXPENDITURES

	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13503000 033190 SCBA ASSISTITANCE TO FIREFIGHTERS GR	.00	.00	.00	.00	.00	-544,100.00	.0%
13503000 033199 P&ES FEDERAL \$ PASS THRU STATE	.00	-36,128.00	.00	.00	.00	.00	.0%
13503000 033199 PD FEDERAL \$ PASS THRU STATE	.00	.00	-11,979.50	.00	.00	.00	.0%
13503000 033595 SHARE NH STATE REIMBURSEMENT	.00	.00	.00	-140,000.00	-140,000.00	.00	-100.0%
13505000 035011 P&ES SALE OF TOWN PROPERTY	.00	.00	-3,000.00	-4,000.00	.00	.00	.0%
13505000 035011 PD SALE OF TOWN PROPERTY	.00	.00	-10,770.00	.00	-40,000.00	.00	-100.0%
13505000 035063 SOLAR REIMBURSEMENTS-NONGOVERNMENTAL	.00	-56,160.00	.00	.00	.00	.00	.0%
13508000 039390 CEM CAPITAL LEASE REVENUE	.00	.00	-37,599.00	.00	.00	.00	.0%
13508000 039390 HWY CAPITAL LEASE REVENUE	.00	-262,515.00	-545,986.00	-199,542.00	-280,000.00	.00	-100.0%
13508000 039390 IT CAPITAL LEASE REVENUE	.00	-114,491.31	.00	.00	.00	.00	.0%
13508000 039390 OMO CAPITAL LEASE REVENUE	.00	-1,600,000.00	.00	.00	.00	.00	.0%
13508000 039390 P&ES CAPITAL LEASE REVENUE	.00	-274,517.14	-740,049.00	-55,248.48	-65,000.00	-1,150,000.00	1669.2%
13508000 039390 PD CAPITAL LEASE REVENUE	.00	.00	-87,600.00	.00	-391,660.00	.00	-100.0%
13508000 039390 PRK CAPITAL LEASE REVENUE	.00	.00	-116,350.00	.00	.00	.00	.0%
13508000 039390 TS CAPITAL LEASE REVENUE	.00	.00	-69,950.00	-62,195.00	-100,000.00	.00	-100.0%
13509000 039399 B&G BUDGETARY USE OF FUND BALANCE	.00	.00	.00	-39,794.00	-40,000.00	.00	-100.0%
13509000 039399 CE BUDGETARY USE OF FUND BALANCE	.00	.00	.00	-34,532.00	-35,000.00	-30,000.00	-14.3%
13509000 039399 HWY BUDGETARY USE OF FUND BALANCE	.00	.00	.00	.00	.00	-540,000.00	.0%
13509000 039399 IT BUDGETARY USE OF FUND BALANCE	.00	.00	.00	.00	-35,000.00	.00	-100.0%
13509000 039399 P&ES BUDGETARY USE OF FUND BALANCE	.00	.00	.00	-119,444.00	-181,000.00	-187,900.00	3.8%
13509000 039399 PD BUDGETARY USE OF FUND BALANCE	.00	.00	.00	-15,758.00	-15,759.00	-100,540.00	538.0%
13509000 039399 TS BUDGETARY USE OF FUND BALANCE	.00	.00	.00	.00	.00	-100,000.00	.0%
TOTAL CAPITAL EXPENDITURES	.00	-2,343,811.45	-1,623,283.50	-670,513.48	-1,323,419.00	-2,652,540.00	100.4%

Town of Derry, NH
FY 2021 Budget
Activity Center Summary By Category

33 Department: EXECUTIVE DEPT		Activity Center : EMT-EXPEND MAINTAINANCE TRUST						
Acct #	Account Description	FY 2019 Revised Budget	2019 Actual	FY 2020 Revised Budget	2021 Department Recommended	Variance	2021 Town Admin Recommended	2021 Town Council Adopted
Operations & Maintenance								
431	EMT BUILDINGS AND GROUNDS REP	77,583	45,183	101,000	97,000	(4,000)	97,000	97,000
432	EMT CEMETERY REPAIRS	0	0	0	0	0	0	0
433	EMT PARKS REPAIRS	0	0	0	65,000	65,000	72,500	72,500
TOTAL Operations & Maintenance		77,583	45,183	101,000	162,000	61,000	169,500	169,500
Capital Outlay								
700	EMT DMC-LAND & IMP	30,000	0	0	0	0	0	0
701	EMT P&ES BUILDINGS & IMP	193,000	115,699	1,064,089	310,000	(754,089)	310,000	135,000
740	EMT-EQUIPMENT	0	0	90,000	90,000	0	90,000	90,000
TOTAL Capital Outlay		223,000	115,699	1,154,089	400,000	(754,089)	400,000	225,000
TOTAL EMT-EXPEND MAINTAINANCE TRUST		300,583	160,881	1,255,089	562,000	(693,089)	569,500	394,500

NEXT YEAR BUDGET HISTORICAL COMPARISON

PROJECTION: 2021 FY2021 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:

EMT-EXPEND MAINTAINANCE TRUST		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
13305000 035090	MISCELLANEOUS REVENUE	.00	.00	.00	-8,000.00	.00	.00	.0%
13308000 039390	EMT-CAPITAL LEASE REVENUE	.00	.00	.00	-192,312.00	-1,055,000.00	.00	-100.0%
13309000 039399	BUDGETARY USE OF FUND BALANCE	.00	.00	.00	.00	.00	-122,500.00	.0%
13309000 039399 EMT	EMT USE OF FUND BALANCE	.00	.00	.00	-189,445.00	-200,089.00	-247,000.00	23.4%
13309000 039399 FCR	BUDGETARY USE OF FUND BALANCE	.00	.00	.00	.00	.00	-25,000.00	.0%
TOTAL EMT-EXPEND MAINTAINANC		.00	.00	.00	-389,757.00	-1,255,089.00	-394,500.00	-68.6%

***Town of Derry, New Hampshire
Capital Improvements Plan***



FY2021 - FY2026

Presented to the Derry Planning Board:

February 19, 2020

Adopted by the Derry Town Council:

, 2020

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Introduction

The preparation and adoption of a Capital Improvements Plan (CIP) is an important part of Derry's budget process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and plan for future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of municipal projects and their associated costs. Over the six-year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of existing or new population and businesses.

A CIP is an **advisory document** that can serve many purposes, among them to:

- Guide the Town Council in the annual budgeting process;
- Contribute to stabilizing the Town's property tax rate;
- Aid the prioritization, coordination, and sequencing of various municipal improvements;
- Inform residents, business owners, and developers of planned improvements;
- Identify challenges moving forward.

Although the CIP is a planning document and advisory in nature, it does serve a critical purpose to help identify capital needs and, equally important, requires the Town to identify the source of funding to pay for these pieces of equipment and buildings. Historically, virtually all major capital expenditures have been funded with Capital Reserve Funds, which are replenished by appropriations and through transfers from the Unallocated Fund Balance (UFB) in accordance with Town Council policy.

The Council's policy limits the funding amount to \$1.5M annually; a review of past transfer amounts confirms that dependency on UFB to fund the Town's capital needs is unreliable. However, until the Town can develop additional revenue sources and transition more funding away from reliance upon UFB, that's the mechanism which is currently available, and the CIP should reflect that fact.

This plan is built upon an estimate of \$1,000,000 available annually for transfer into Capital Reserve Funds. In FY19, the Town began budgeting \$250,000 in the operating budget for capital improvements to restart the process to reduce the Town's reliance upon fund balance to finance capital needs. As the first \$650,000 of available UFB is earmarked for tax rate stabilization, the Town's General Fund will need to generate \$1.65M between excess revenues and unexpended appropriations to meet this target. At this level of investment, the amount of funds available remains insufficient to meet the capital needs of the Town, which will result in the operation of unreliable equipment with resultant decreases in efficiencies and safety.

In certain years the amount available will exceed estimates; when that occur, the CIP should be restructured to accelerate capital acquisitions which better reflect the true needs of the organization.

Information contained in this report was supplied by the various town Departments and Boards and Committees. Although this Capital Improvements Plan spans a six-year planning horizon the Plan is updated annually to reflect changing demands, new needs, and regular assessment of priorities.

This document contains those elements required by law to be included in a Capital Improvements Plan. The Town Administrator and Senior Staff have prepared this report under the authority of the Town Administrator pursuant to Section 9.8 of the Town Charter.

For purposes of the CIP, a “capital project” is defined as a tangible project or asset having a cost of at least \$100,000 and a useful life of at least five years or funded from capital reserve funds. Eligible items include new buildings or additions, land purchases, studies, substantial road and other infrastructure improvements and purchases of major vehicles and equipment. To provide the Town Council with all pertinent information, items such as building repairs and equipment purchases should be combined, which usually exceeds the \$100,000 threshold. Operating expenditures for personnel and other general costs are not included. Expenditures for maintenance or repair are generally not included unless the cost or scope of the project is substantial enough to increase the level of a facility improvement.

Executive Summary

The Capital Improvements Plan for FY 21 – 26 anticipates investing \$49.1M in capital projects over the next six years; of that amount, \$23.2M is projected for General Fund projects and equipment, \$14.9M for Water, \$10.4M for Wastewater and \$480K for Cable.

All of the projects listed in the Plan have an identified funding source, with two major exceptions. First, the Police Department seeks to replace its facility at some point in the future; as it is difficult to estimate with precision the cost of a station without identification of a location, the project has been budgeted at \$1.00 in FY 26 as a placeholder. Similarly, the Fire Department has conducted a town-wide response plan to minimize response times throughout the community. This plan would require the construction and relocation of two stations, along with renovations to the remaining two facilities. Again, absent specifics, these projects are included at \$1.00.

Funding of these two major projects and continued sustainable funding for the entire plan will remain challenging through the mid-term. The Town restarted operating budget funding for capital in FY 19 with a \$250K annual appropriation, however, a vast majority of funding is contingent upon availability of sufficient surplus at budget year-end; this strategy needs to change for the Town to adequately fund its capital needs. This issue magnifies as the economy moderates. Staff will dedicate resources in FY 21 developing a long-term sustainable funding plan.

Financing Methods

In the project summaries below, there are several different financing methods used. Four methods require appropriations, either as part of the Town's annual operating budget or as independent warrant articles at Town Meeting.

The **1-Year Appropriation (GF)** refers to those projects proposed to be funded by the general fund within a single fiscal year. In this plan, the Town budgets at least \$1.45M for roads annually and funds its police cruiser replacement lease program with direct appropriations from the operating budget.

The **Capital Reserve (CRF)** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost. Virtually all purchases and projects for General Fund expenditures are routed through the Capital Reserve or Expendable Maintenance Trust Funds.

Lease/Purchase (LP) method has been used by departments for the purchase of vehicles and building renovations or additions exceeding \$50,000. The Town issues a 5-year lease purchase for expenses between \$50,001 – \$100,000; seven-year financing above \$100K up to the \$1.0M range. Due to fiscal constraints, the Town has had to enter 10-year leases on significant projects in the \$1.0M range.

Bonds (BD) are generally limited to the most expensive capital projects, such as major renovations, additions, or new construction of municipal buildings or facilities, and allow capital facilities needs to be met immediately while spreading out the cost over many years in the future.

Grants (GR) & Other Sources (O) are also utilized to fund capital projects; typically, grants will cover a portion of the overall project cost, and the Town is responsible for the remaining percentage of the project cost. There are a number of grants and other sources identified in this Plan which should assist with project funding:

Assistance of Firefighter Grants – Funded at 90%, projected to be used for the Fire Department's Self-Contained Breathing Apparatus purchase, with Air Filling Station; and vehicle exhaust systems throughout the Department's four fire stations;

Homeland Security Grant – Targeted for Emergency Management Division purchases, with a varying cost share which may allow in-house soft cost matches;

Bridge Improvement Fund – Begun a number of years ago, leverages NHDOT Bridge Aid to complete bridge and large culvert replacements;

Alexander-Carr Trust – Another strategy includes seeking Court approval to purchase

equipment at this facility from excess earnings which are not earmarked for operating expenses.

Derry Commerce Corridor Tax Increment Financing Fund – The Town Council extended the former Rte. 28N TIF through Crystal, Birch and the Downtown, which provides funding for infrastructure improvements in this area, including Hood Park;

State Infrastructure Grant – The Legislature, as part of the FY 20-21 State Budget, voted to return funds to municipalities in the form of infrastructure grants. Derry has received \$496K in FY 20 which the Council will be allocating through a Resolution; an additional \$496K will be forthcoming in FY 21 and included in the FY 21 Town budget process.

Tax Increment Financing (TIF) TIF Districts allow the Town to use increases in valuation of property to directly pay off bonds for infrastructure improvements and capital projects within a defined district. TIF Districts are set up and administered according to NH RSA's, Chapter 162-K. In 2019 the Town Council expanded the Rte. 28N TIF District to include Crystal Avenue, Birch Street and the Downtown into the Derry Commerce Corridor.

Access Fee (AF) refers to money collected from users of a systems, dedicated to ongoing maintenance of town-wide infrastructure.

Lastly, the Town can take advantage of ***Public/Private Partnerships***, where a private organization shares the costs of funding a capital project.

Identification of Departmental Capital Needs

Project Forms are collected from Department Heads and Committee Chairs to identify potential capital needs and provide descriptions for the project requests. Forms are tailored to generate information that defines the relative need and urgency for projects and enables long-term monitoring of a project's useful life and returns.

After written descriptions of potential capital projects are submitted, department heads or committee chairs may explore any alternative approaches available to achieve the optimum level of capital needs and improvements.

The requests submitted from Department Heads, Boards & Committees are evaluated and assigned to the 6-year schedule according to the priority of all capital requests. The following pages describe each of the requests that have been placed in the 6-year CIP program, and include: spreadsheets of the schedule, funding sources, tax impacts, and other required information.

Priority System

Priority 1 – Urgent

Cannot Be Delayed: Needed immediately for health & safety

Priority 2 - Necessary

Needed within 3 years to maintain basic level & quality of community services.

Priority 3 - Desirable

Needed within 4-6 years to improve quality or level of services.

Priority 4 - Deferrable

Can be placed on hold until after 6-year scope of current CIP but supports community development goals.

Priority 5 - Premature

Needs more research, planning & coordination

Priority 6 - Inconsistent

Contrary to land-use planning or community development goals.

TOWN OF DERRY
SUMMARY OF ALL CAPITAL PROJECTS (TOTAL PROJECT COSTS) FY 2021- 2026

Department/Project	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	TOTAL
PUBLIC WORKS								
Highway / Buildings and Grounds	\$2,320,000	\$2,215,000	\$2,540,000	\$1,675,000	\$1,865,000	\$1,975,000	\$2,100,000	\$12,370,000
Cemetery	\$0	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
Code Enforcement	\$35,000	\$30,000	\$0	\$0	\$0	\$40,000	\$0	\$70,000
Transfer Station	\$100,000	\$100,000	\$75,000	\$0	\$0	\$75,000	\$0	\$250,000
Vehicle Maintenance	\$0	\$0	\$90,000	\$0	\$0	\$40,000	\$0	\$130,000
Parks and Recreation	\$0	\$0	\$0	\$35,000	\$30,000	\$0	\$0	\$65,000
Highway Sub-Total	\$2,455,000	\$2,345,000	\$2,730,000	\$1,710,000	\$1,895,000	\$2,155,000	\$2,100,000	\$12,935,000
FIRE DEPARTMENT								
Fire Equipment / Personal Protection	\$0	\$697,000	\$23,000	\$0	\$20,000	\$60,000	\$197,000	\$997,000
Apparatus and Vehicles	\$138,000	\$1,150,000	\$373,000	\$750,000	\$394,000	\$869,000	\$534,000	\$4,070,000
EMS / Training Equipment	\$38,000	\$35,000	\$68,000	\$40,000	\$32,000	\$0	\$76,000	\$251,000
Communication / Station	\$70,000	\$0	\$45,003	\$150,000	\$52,500	\$52,500	\$0	\$300,003
Emergency Management	\$0	\$0	\$35,000	\$75,000	\$0	\$0	\$0	\$110,000
Fire Sub-Total	\$246,000	\$1,882,000	\$544,003	\$1,015,000	\$498,500	\$981,500	\$807,000	\$5,728,003
POLICE DEPARTMENT								
Various Police Projects	\$447,419	\$100,540	\$0	\$412,340	\$36,634	\$0	\$541,032	\$1,090,546
Police Sub-Total	\$447,419	\$100,540	\$0	\$412,340	\$36,634	\$0	\$541,032	\$1,090,546
GENERAL GOVERNMENT								
Information Technology	\$35,000	\$0	\$80,000	\$166,000	\$13,000	\$100,000	\$0	\$359,000
Library	\$450,000	\$110,000	\$75,000	\$0	\$45,000	\$0	\$0	\$230,000
		\$0	\$0	\$0	\$0			\$0
Expendable Maintenance Trust Fund	\$805,089	\$452,001	\$95,000	\$2,080,000	\$80,000	\$0	\$165,000	\$2,872,001
Sub-Total - General Govt	\$1,290,089	\$562,001	\$250,000	\$2,246,000	\$138,000	\$100,000	\$165,000	\$3,461,001
Grand Total - General Fund Projects	\$4,438,508	\$4,889,541	\$3,524,003	\$5,383,340	\$2,568,134	\$3,236,500	\$3,613,032	\$23,214,550
Summary - ALL CAPITAL PROJECTS								
General Fund Projects	\$4,438,508	\$4,889,541	\$3,524,003	\$5,383,340	\$2,568,134	\$3,236,500	\$3,613,032	\$23,214,550
Water Enterprise Fund Projects	\$250,000	\$1,964,064	\$4,250,000	\$7,180,000	\$570,000	\$575,000	\$445,000	\$14,984,064
Wastewater Enterprise Fund Projects	\$200,000	\$825,000	\$2,743,000	\$5,975,000	\$575,000	\$210,000	\$100,000	\$10,428,000
Cable Department Projects	\$170,000	\$145,000	\$110,000	\$50,000	\$40,000	\$85,000	\$50,000	\$480,000
TOTAL - ALL CAPITAL PROJECTS	\$5,058,508	\$7,823,605	\$10,627,003	\$18,588,340	\$3,753,134	\$4,106,500	\$4,208,032	\$49,106,614

NET TAX IMPACT ANALYSIS GENERAL FUND

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
MUNICIPAL GOVERNMENT							
General Fund Long Term Bonds							
Principle	577,500	641,500	522,500	525,000	535,000	462,500	465,000
Interest	218,673	239,975	220,351	202,431	184,186	165,566	149,746
Total Debt Pmts	\$796,173	\$881,475	\$742,851	\$727,431	\$719,186	\$628,066	\$614,746
General Fund Leases							
Principle	1,074,164	1,145,784	1,174,546	920,307	630,256	647,262	\$97,542
Interest	116,327	128,377	100,665	71,102	44,976	27,971	\$10,484
Total Lease Pmts	\$1,190,491	\$1,274,162	\$1,275,211	\$991,409	\$675,232	\$675,233	\$108,026
General Fund Anticipated Leases							
Total Lease Pmts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-Lease Acquisitions Through Capital Reserve Funds	\$424,759	\$425,900	\$271,000	\$131,000	\$151,829	\$265,000	\$203,561
Operating Budget Expenditures	\$1,881,660	\$1,450,000	\$1,500,000	\$1,962,340	\$1,600,000	\$1,650,000	\$2,087,970
Capital Investments	\$4,293,083	\$4,031,537	\$3,789,062	\$3,812,180	\$3,146,247	\$3,218,299	\$3,014,303
Net Tax Impact	\$1.34	\$1.25	\$1.16	\$1.16	\$0.95	\$0.96	\$0.90
Assessed Valuation	\$3,209,317,945	\$3,234,992,489	\$3,260,872,428	\$3,286,959,408	\$3,313,255,083	\$3,339,761,124	\$3,366,479,213

TOWN OF DERRY, NH
Preliminary Six Year Capital Improvement Plan
Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
POLICE										
Marked Cruiser Replacement Program (Ford Interceptor)	Purchase or lease marked fleet every three years, Year 1 - Year 3	1,201,970	Lease/Comming Budget	431,680			412,340			357,950
BeCom - Digital Recorder System	Replace existing equipment at ECL in 2019	33,980	Capital Reserve Fund	15,758						17,821
Watch Guard 4E Replacement	Replace system reaching EOL in 2020	100,540	Capital Reserve Fund		100,540					115,500
New Police Facility	Purchase land and build a 25k square foot facility with a 7,500 square foot maintenance facility	1	Bond							1
AED Replacement Project	Replace aged AED's that are no longer covered by	19,740	Capital Reserve Fund							19,740
Patrol Division Commander Vehicle	Replace 10 year old vehicle	35,634	Capital Reserve Fund					35,634		
Department Totals				447,419	100,540	0	412,340	35,634	0	541,002
FIRE										
Prevention and Emergency Services										
Equipment and Personal Protection										
Personal Escape Harness System	Provides quick evacuation out of elevated areas	45,000	Capital Reserve Fund		23,000	23,000				
Water Rescue Equipment		35,000	Capital Reserve Fund							35,000
Personal Protective Equipment	Replacement of turn out gear for personnel		Capital Reserve Fund							112,000
Thermal Imaging Cameras	Replace 8 thermal image cameras	70,000	Capital Reserve Fund			70,000				
Self-Contained Breathing Apparatus	Replace Self-Contained Breathing Apparatus	500,000	Grant (50%) / Capital Reserve		515,000					
Self-Contained Breathing Apparatus	Air Filling Station	80,000	Grant (50%) / Capital Reserve		80,000					
Portable Hazardous Materials Gas Monitoring Equipment	Replace 5 Multi-Gas Monitors (Oxygen, Carbon	20,000	Capital Reserve Fund					20,000		
Battery Powered Rescue Tools	Battery operated Cutter, Spreader, and Ram Tools	60,000	Capital Reserve Fund						60,000	
Vertical Rescue Equipment		50,000	Capital Reserve Fund							50,000
Equipment & PPE Sub-Totals				0	687,000	23,000	0	20,000	60,000	197,000

TOWN OF DERRY, NH

Preliminary Six Year Capital Improvement Plan

Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
FIRE										
Apparatus and Vehicles										
Ambulance replacement	Medic C '09 Chevy - Year 1 - Year 10 - ECL	329,000	Lease - CRF					329,000		
Ambulance replacement	Medic B '09 Chevy - Year 1 - Year 10 - ECL	308,000	Lease - CRF			308,000				
Ambulance replacement	Medic '777 - Year 1 - Year 10 - ECL	308,000	Lease - CRF							349,000
Water Rescue Equipment	Replace existing rescue boat '85 Boston Whaler	30,000	Capital Reserve Fund	30,000						
Staff Vehicle replacement	Fire Prevention Vehicle '05 Chevy Tahoe - ECL	43,000	Lease - CRF	43,000						
Staff Vehicle replacement	Fire Prevention Vehicle '14 Chevy Tahoe	65,000						65,000		
Staff Vehicle replacement	Shift Commander vehicle '05 Chevy Suburban	65,000				65,000				
Staff Vehicle replacement	Fire Prevention Vehicle '16 - ECL	65,000	Lease - CRF							65,000
Forestry unit replacement	Forestry 1 '02 Ford F350 4x4	120,000	Lease - CRF							120,000
Fire apparatus replacement	Replace Engine 1 '11 Pierce Pumper	0	Lease - CRF						809,000	
Fire apparatus replacement	Replace '05 Tower Ladder Truck - ECL	1,150,000	Lease - CRF		1,150,000					
Maintenance Utility vehicle replacement	M1 '02 Chevrolet 2500HD 4x4 - ECL	65,000	Lease - CRF	65,000						
Fire apparatus replacement	Tanker -Water Supply '91 Mack - Year 1 - Year 5	750,000	Lease - CRF					750,000		
Apparatus and Vehicles Sub-Totals				138,000	1,150,000	373,000	750,000	294,000	869,000	534,000
EMS Equipment										
Cardiac monitor replacement - Ambulance	Cardiac Monitor. Replace outdated technology and to comply with American Heart Association ACLS guidelines	38,000	Capital Reserve Fund	38,000				40,000		42,000
Cardiac monitor replacement - Apparatus	Cardiac Monitor. Replace outdated technology and to comply with American Heart Association ACLS guidelines	20,000	Capital Reserve Fund		20,000					
Medical Monitoring Meters - Apparatus	Tools to monitor and treat respiratory distress	15,000	Capital Reserve Fund		15,000					
Medication Infusion Pumps	Replace four (4) units with outdated technology and to comply with American Heart Association ACLS guidelines and NH-EMS protocols	38,000	Capital Reserve Fund			38,000				
Patient Movement Devices	Replace outdated patient movement devices such as Power Pro Stretchers and Stair Chairs for	40,000	Capital Reserve Fund			30,000		32,000		34,000
Training Equipment										
EMS / Training Equipment Sub-Totals				38,000	35,000	68,000	40,000	32,000	0	76,000

TOWN OF DERRY, NH
Preliminary Six Year Capital Improvement Plan
Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
FIRE										
Communications / Station										
Replace portable radios	Replacement of mobile and portable Radios	70,000	Capital Reserve Fund	70,000						
Fire Station Construction - Central	Increase square footage to meet current and future needs of the department.	1	Bond			1				
Fire Department Training Facility	Technical training facility	1	Bond			1				
Fire Station Construction - English Range	Replace English Range Station due to location, size and functionality	1	Bond			1				
Fire Fighting Equipment	Battery powered ventilation fans	20,000	Capital Reserve Fund			20,000				
Town 100 MA Fire Alarm Notification System	Upgrade and Replace Form 4 System	25,000	Capital Reserve Fund			25,000				
Upgrade and Enhance Computer Aided Dispatch	Upgrade existing modules and purchase additional CAD/RMS modules to improve efficiency	150,000	Capital Reserve Fund				150,000			
Replace Radio Box Receivers	Replace 2 units that are at EOL	105,000	Capital Reserve Fund					52,500	52,500	
Communication/Station Sub-Totals				70,000	0	45,003	150,000	52,500	52,500	0
Emergency Management										
Off-Road Gator	Provides immediate access to off-road areas of the community to support skid unit and fire suppression. Cross-utilization with other departments	35,000	Homeland Security Grant			35,000				
Generator Connections	Provide external generator connections to Municipal Center, Fire Stations 2,3, & 4 to enhance resiliency.	75,000	Homeland Security Grant				75,000			
Emergency Management Sub-Totals				0	0	35,000	75,000	0	0	0
Prevention and Emergency Services/Management Totals				246,000	1,882,000	544,003	1,015,000	498,500	981,500	807,000

TOWN OF DERRY, NH
Preliminary Six Year Capital Improvement Plan
Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
PUBLIC WORKS										
Highway										
North Shore Road, Beaver Lake Culvert (Replace with bridge)	Existing 6' x 7.5' Steel Arch Culvert to be replaced with a rigid frame precast structure	550,000	Bridge Improvement Fund	550,000						
Pavement Management	Pavement management program	10,900,000	Operating	1,450,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000	1,700,000
Traffic Signals	Upgrade traffic signals at various locations	100,000	Capital Reserve Fund		25,000	25,000	25,000	25,000		
Sidewalk Replacement	Replace sidewalk on Manning Street	75,000	DCC TF		75,000					
Replace Street Lights	Replace/Upgrade Street Lights along East/West Broadway	250,000	DCC TF Lease			250,000				
Extend Sidewalk	Replace existing sidewalk on East Derry between the rotary and Shepard parcel	100,000	State Infrastructure Funds		100,000					
Sidewalk Rehabilitation	Replace existing sidewalk on Crystal between East Broadway and Ross's Corner	200,000	State Infrastructure Funds & DCC TF			200,000				
Sunset Ave - Culvert Replacement	Replace/upgrade existing culvert crossing with a precast concrete box culvert	300,000	Bridge Improvement Fund		50,000	250,000				
North Shore Rd, Island Pond Bridge	Replace culverts at Taylor Brook with a rigid frame precast structure	485,000	Capital Project Fund							
Hood Pond Dam Repair	NHDES mandated upgrades to spillway		Bond/BAH							
Equipment Replacement Program	Tiger Boom Mower	48,000	Capital Reserve Fund							
Vehicle Replacement Program	Chevy 2500 (Engineering) Truck 546	35,000	Capital Reserve Fund							
Vehicle Replacement Program	Ford F550 Truck 526A - Bundled Lease Year 1 - 5	100,000	Capital Reserve Fund							
Vehicle Replacement Program	CAT Backhoe - Bundled Lease Year 1 - 5	125,000	Capital Reserve Fund							
Public Works Garage	Spreader Hanger Rack - install and storage	100,000		100,000						
Vehicle Replacement Program	Replace 2012 Wood Chipper #608	50,000	Capital Reserve Fund						50,000	
Vehicle Replacement Program	Ford F550 (Highway) 533B		Capital Reserve Fund							
Vehicle Replacement Program	Ford F550 Truck 563A		Capital Reserve Fund							
Vehicle Replacement Program	10 Ton Truck 574		Capital Reserve Fund							
Vehicle Replacement Program	Ford F350 Truck 554		Capital Reserve Fund							
Vehicle Replacement Program	Int'l Lo-Pro Veh 559		Capital Reserve Fund							
Vehicle Replacement Program	5 Ton Truck 577	180,000	Capital Reserve Fund							
Vehicle Replacement Program	Mack 10 Ton Truck (Highway) 575		Capital Reserve Fund							
Vehicle Replacement Program	Mini Excavator #617	150,000	Capital Reserve Fund		150,000					
Vehicle Replacement Program	Jetting Trailer #595A	90,000	Capital Reserve Fund		90,000					
Vehicle Replacement Program	Int'l 6 Whl 577A	180,000	Capital Reserve Fund	180,000						
Vehicle Replacement Program	Replace 2013 Int'l 6 wheel #607	200,000	Capital Reserve Fund						200,000	
Vehicle Replacement Program	Int'l 6 Whl #605	200,000	Capital Reserve Fund		200,000					
Vehicle Replacement Program	Int'l 6 Whl Truck #606	200,000	Capital Reserve Fund					200,000		
Vehicle Replacement Program	F350 Truck #601	0	Capital Reserve Fund							
Vehicle Replacement Program	F350 Truck 602	40,000	Capital Reserve Fund					40,000		
Vehicle Replacement Program	Ford F350 Truck 550	40,000	Capital Reserve Fund			40,000				
Vehicle Replacement Program	Trackless MTS Sidewalk Tractor 580	100,000	Capital Reserve Fund				100,000			
Vehicle Replacement Program	Replace 2006 Wheeled Excavator #591A	200,000	Capital Reserve Fund							200,000
Vehicle Replacement Program	Sidewalk Plow 609	200,000	Capital Reserve Fund							200,000
Vehicle Replacement Program	Chevy 2500 Truck 557A	40,000	Capital Reserve Fund	40,000		40,000				
Vehicle Replacement Program	Bobcat with Attachment	75,000	Capital Reserve Fund		75,000					
Vehicle Replacement Program	Replace 2013 Transit Van #612	35,000	Capital Reserve Fund						35,000	
Vehicle Replacement Program	Replace 2013 Chevy 2500 #618	40,000	Capital Reserve Fund						40,000	
Vehicle Replacement Program	Case Loader Veh 548	235,000	Capital Reserve Fund							
Vehicle Replacement Program	Mack 10 whl Truck 535A	235,000	Capital Reserve Fund			235,000				
Highway Sub-Totals				2,320,000	2,215,000	2,540,000	1,675,000	1,665,000	1,975,000	2,100,000

TOWN OF DERRY, NH
Preliminary Six Year Capital Improvement Plan
Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
PUBLIC WORKS										
Cemetery										
Vehicle Replacement Program	Ford F350 (Cemetery) 516		Capital Reserve Fund							
Vehicle Replacement Program	Ford Ranger (Cemetery) 522	25,000	Capital Reserve Fund							
Cemetery Roads	Rehabilitation of Roads	50,000	Capital Reserve Fund			25,000			25,000	
Cemetery Sub-Totals				0	0	25,000	0	0	25,000	0
Code Enforcement										
Vehicle Replacement Program	Electric Vehicle Sedan	30,000	Capital Reserve Fund		30,000					
Vehicle Replacement Program	Replace 2013 Chevy 2500 #619	40,000	Capital Reserve Fund	35,000					40,000	
Code Enforcement Sub-Totals				35,000	30,000	0	0	0	40,000	0
Transfer Station										
Scale Replacement	Replace scale from '90s that has reached EOL	100,000	Capital Reserve Fund	100,000						
Vehicle Replacement Program	1992 Mack 10 wheel (579)		Capital Reserve Fund							
Replace Scale	Replace 1994 Scale @ Transfer Stations	80,000	Capital Reserve Fund							
Skidsteer/Bobcat	Replace 2012 Bobcat (#14)	100,000	Capital Reserve Fund		100,000					
Transfer Trailer Replacement	Regular replacement schedule for fleet of trailers used for transporting solid waste & recyclable	150,000	Capital Reserve Fund			75,000			75,000	
Transfer Station Sub-Totals				100,000	100,000	75,000	0	0	75,000	0
Vehicle Maintenance										
Upgrade Vehicle Lift	Install new 35K lb lift to accommodate larger	90,000	Capital Reserve Fund			90,000				
Vehicle Replacement Program	Chevy 2500 Truck (Veh. Maint.) 621	40,000	Capital Reserve Fund						40,000	
Vehicle Maintenance Sub-Totals				0	0	90,000	0	0	40,000	0
Parks & Recreation										
Vehicle / Equipment Replacement Program	Replace 2004 Jacobsen HR-5111 Mower		Capital Reserve Fund							
	Purchase a 2016 Jacobsen R311T commercial									
Vehicle / Equipment Replacement Program	Replace 2004 Ford Ranger (#568)		Capital Reserve Fund							
Vehicle / Equipment Replacement Program	Replace 2005 Ford F350 Dump (#532)		Capital Reserve Fund							
Vehicle / Equipment Replacement Program	Replace 2007 Ford F350 Dump Truck (#590)		Capital Reserve Fund							
Vehicle / Equipment Replacement Program	Canyon GMC 616	35,000	Capital Reserve Fund				35,000			
Vehicle / Equipment Replacement Program	Replace 2007 Ford F150 Pickup Truck (#561)		Capital Reserve Fund							
Vehicle / Equipment Replacement Program	Replace 2013 Kubota #613	30,000	Capital Reserve Fund					30,000		
Vehicle / Equipment Replacement Program	Replace 2008 Ford F350 Pickup Truck (#519)		Capital Reserve Fund							
Replace Alexander Can Facility	Replace 5k square foot facility	0	Bond							
Replace Alexander Can Facility	Replace Playground Equipment	0	Bond							
Parks & Recreation Sub-Totals				0	0	0	35,000	30,000	0	0
PUBLIC WORKS TOTALS				2,455,000	2,346,000	2,730,000	1,710,000	1,895,000	2,155,000	2,100,000

TOWN OF DERRY, NH

Preliminary Six Year Capital Improvement Plan

Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
EXECUTIVE / FINANCE										
INFORMATION TECHNOLOGY										
Update all GIS mapping	Update GIS planimetric mapping to reflect mapping features	35,000	Capital Reserve Fund - IT	35,000						
SAN Storage Replacement	Replace current redundant SAN storage	60,000	Capital Reserve Fund - IT				60,000			
Watchguard Appliance Replacement	Replacement of existing server and software upgrade	13,000	Capital Reserve Fund - IT					13,000		
Replace all copiers reaching EOL	Partial replacement of leased copiers	100,000	Capital Reserve Fund - IT						100,000	
Backup Appliance Replacement	Replacement of existing backup appliance	26,000	Capital Reserve Fund - IT				26,000			
DPD Mobile Data Terminal Replacement	Replacement of current mobile data terminals	80,000	Capital Reserve Fund - IT				80,000			
DPD Mobile Data Terminal Replacement	Replacement of current mobile data terminals	80,000	Capital Reserve Fund - IT			80,000				
EXECUTIVE / FINANCE TOTALS				35,000	0	80,000	166,000	13,000	100,000	0
EXPENDABLE MAINTENANCE TRUST FUND										
FIRE FACILITIES										
Central Station HVAC Upgrade	Replace the HVAC system operating below 70%	25,000	Capital Reserve Fund	25,000						
Central Station Apparatus Bay Doors	Replace 6 apparatus doors with energy efficient	25,000	Capital Reserve Fund		25,000					
Central Station Insulation	Upgrade insulation in living quarters	40,000	Capital Reserve Fund				40,000			
Enlarge Apparatus Bay Doors	Replace and enlarge to accommodate larger apparatus at English Range and Hampstead Road	30,000	Capital Reserve Fund			30,000				
Dispatch Console Furniture	Replace console furniture originally purchased in 2003 to meet ergonomic studies	80,000	Capital Reserve Fund					80,000		
Island Pond Station Septic Replacement	Replace system that is nearing EOL	20,000	Capital Reserve Fund							20,000
Hampstead Road Septic Replacement	Replace system that is nearing EOL	20,000	Capital Reserve Fund							20,000
Plymouth Drops	Add 3 drops to existing system to accommodate 3 pieces of equipment currently not covered	65,000	Assistance to Firefighters Grant			65,000				
Replace Fire Station Alerting System	Fiber IP based alerting system. Current system is copper hard wired	125,000	Capital Reserve Fund							125,000
External Generator Connection - Critical Facilities	Enhance critical infrastructure resiliency by installing external generator connections to Municipal Center	75,000	Homeland Security Grant				75,000			
EXECUTIVE / FINANCE DEPARTMENTS										
Phone Systems	Replace phone system		Operating/CRF							
POLICE										
Replace RTUs	Lease bundle with Ver's Hall & Adams	40,000	EMTF		40,000					
Dispatch HVAC System Upgrade		65,000	EMTF	65,000						

TOWN OF DERRY, NH

Preliminary Six Year Capital Improvement Plan

Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
EXECUTIVE / FINANCE										
EXPENDABLE MAINTENANCE TRUST FUND										
Building & Grounds										
Public Works Garage	Replace units that are at EOL (2 @ VM, 1 @ PD)	39,089		39,089						
Public Works	Replace Chiller at Adams Memorial - Lease bundle with Vets Hall & PD	85,000	EMTF		85,000					
Public Works	Replace HVAC unit at Adams Memorial Bldg	35,000		35,000						
Public Works	Replace generators at VM, Hwy, PD	90,000		90,000						
Multiple Facilities	Install remote facility CCTV Cameras	40,000	EMTF		40,000					
Derry Municipal Center	Prox Card Update	41,000		41,000						
Derry Municipal Center	LED Light Replacement	60,000		60,000						
Derry Municipal Center	Waterproof and Caulk Roof	70,000	EMTF		70,000					
Derry Municipal Center										
Derry Municipal Center	Carpet replacement (1st Floor Meeting Room)	27,000			27,000					
Derry Municipal Center	Replace HVAC Unit	450,000	EMTF	450,000						
Derry Municipal Center	Upgrade Security Cameras		EMTF							
Derry Municipal Center										
Cemetery										
Buildings & Grounds Sub-Totals				806,089	237,000	95,000	115,000	30,000	0	165,000
Parks & Recreation										
Alexander-Carr / Playground	Replace playground structure / equipment	100,000	Bond				100,000			
Don Ball Park	Replace playground set	50,000	FY 19 Bond Premium		50,000					
Don Ball Park	Replace Shingles on Bldgs	25,000	FY 19 Bond Premium		25,000					
Don Ball Park	Install lights on 60' diamond	200,000	Bond				200,000			
Hood Park and Alexander-Carr	Crack fill and Repaint B-Ball, tennis and hockey	40,000	EMTF/OCC TIF		40,000					
Alexander-Carr / Playground	Build new facility, replace 5,000 sq ft structure	1,500,000	Bond				1,500,000			
Veterans' Hall	Replace RTUs - Lease bundle with Adams & PD	50,000	EMTF		50,000					
90' Baseball Diamond	Field Expansion Project to create another 90' regulation baseball diamond	165,000	EMTF		1		165,000			
Parks & Recreation Subtotal				0	168,001	0	1,865,000	0	0	0
DERRY PUBLIC LIBRARY TOTALS										
Rubber roof system replacement	Replace 23 year old roof, including fixing flat areas		EMTF							
DPL - Surge Suppressor	Protect computers from surge in power		EMTF							
DPL - HVAC/Chiller	Replace HVAC system	450,000	EMTF	450,000						
DPL - Circulation Desk / Reference Desk	Replace circulation desk - not ADA compliant	75,000	EMTF			75,000				
DPL - Carpet	Replace carpet in Childrens room	45,000	EMTF					45,000		
DPL - Site Renovations	Construction costs for site work	110,000	EMTF		110,000					
DERRY PUBLIC LIBRARY TOTALS				450,000	110,000	75,000	0	45,000	0	0
TOTAL EXPENDABLE MAINTENANCE TRUST FUND				1,266,089	562,001	170,000	2,080,000	125,000	0	165,000

TOWN OF DERRY, NH										
Preliminary Six Year Capital Improvement Plan										
Fiscal Years 2021 - 2026										
Item by Group	Project Description	Total Cost	Funding Mechanism	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
TOTAL GENERAL FUND PROJECTS				4,438,508	4,889,541	3,524,000	5,383,340	2,568,134	3,236,500	3,613,032
TOTAL FUNDING FROM CAPITAL RESERVE FUNDS EXPENDABLE MAINTENANCE TRUST FUND				2,005,948	2,573,441	1,234,000	3,271,000	983,134	1,886,800	1,825,082
TOTAL FUNDING FROM OTHER FUNDS				880,000	300,000	700,000	0	0	0	0
TOTAL FUNDING FROM BONDS				0	0	3	1,800,000	0	0	1
TOTAL FUNDING FROM GRANTS				0	88,600	400,000	180,000	0	0	0
TOTAL FUNDING FROM TAXATION				1,881,800	1,480,000	1,600,000	1,952,340	1,600,000	1,680,000	2,017,900

TOWN OF DERRY, NH

Preliminary Six Year Capital Improvement Plan

Fiscal Years 2021 - 2026

Item/Group	Project Description	Total Cost	Funding Mechanism	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
WATER										
Water Main Upgrade & Replacement Program	As part of the Town's water system maintenance plan older AC mains are replaced with newer ductile iron mains. These improvements increase the flow capacity of mainlines, improve the structural strength of the mains and reduce leak potential and hot water costs. Increase water quality by reducing iron.	100,000	Water Receipts	250,000	300,000	300,000	300,000	300,000	400,000	400,000
Cohen P&S Upgrade	Replacement of 3 pumps, electrical and structural upgrades of Cohen Water Booster Pump Station	1,309,094	State Revolving Loan Fund Water Receipts		1,309,094					
Zebra 3 Water System Expansion Phase II: Water Hill Water Storage Tank	Construct new 1 MG Water Tank in East Derry off Water Hill Road and install 10" impaled RBC new tank	694,000	GO Bond Water Revenue				694,000			
C/WB Improvements	4th well and treatment at Pond CVB	200,000	Water Receipts		200,000					
Water Supply and Transmission Improvements	Ringwood Hill Water Tank and Transmission Main	3,250,000	Bond			3,250,000				
C/WB Improvements	2nd well and Pump at Willow Pond CVB	50,000	Water Receipts					50,000		
Water Supply and Transmission Improvements	Per Derry - MWW Wideside Water Contract - Derry's share of required improvements to the Cohen Pump Station and Landonbury Storage Tank	1	Water Receipts							
Vehicle Replacement Program	Replace 2012 Ford F350 Mid Utility w/ 2015	0	Lease				110,000			
Vehicle Replacement Program	Replace 2003 Chevrolet Truck	40,000	Water Receipts				40,000			
Vehicle Replacement Program	Replace 2013 Ford Transit Van	30,000	Water Receipts							
Vehicle Replacement Program	Replace 2013 GMC 2500 4WD	40,000	Water Receipts				40,000			
Vehicle Replacement Program	Replace 2015 Case Backhoe	100,000	Lease						100,000	
Vehicle Replacement Program	Replace 2013 Chevy Silverado 2500 Pickup	35,000	Water Receipts							
Vehicle Replacement Program	Replace 2014 Chevy 2500 pickup	45,000	Water Receipts						45,000	
Vehicle Replacement Program	Replace 2011 Ford F350 Utility Truck	60,000	Water Receipts			60,000				
Vehicle Replacement Program	Replace 2005 Ford Ranger w/ 2015 Ford	45,000	Water Receipts		45,000					
Vehicle Replacement Program	Replace 2013 Chevy 2500 pickup	45,000	Water Receipts					45,000		
Vehicle Replacement Program	Replace 2014 Kubota M350 Backhoe	125,000	Water Receipts					125,000		
Vehicle Replacement Program	Replace 2008 Ford Pickup w/ 2015	35,000	Water Receipts							
Vehicle Replacement Program	Replace 2015 Chevy 2500	45,000	Water Receipts							45,000
Vehicle Replacement Program	Replace - White 2000 Honda 5 Ton Dump Truck	105,000	Water Receipts			105,000				
WATER TOTALS				250,000	1,964,094	4,260,000	7,180,000	670,000	675,000	445,000

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TOWN OF DERRY, NH
Preliminary Six Year Capital Improvement Plan
Fiscal Years 2021 - 2026

Item by Group	Project Description	Total Cost	Funding Mechanism	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
CABLE										
Master Control Operations										
Video Storage Server Replacement	Replacement of existing server End of life	30,000	Cable Fund Balance							30,000
Broadcast Automation System Channel 17	Replacement of existing server to HD	50,000	Cable Fund Balance	50,000						
Emerging Media Lab	Responsive Media Facility Improvement	50,000	Cable Fund Balance		10,000	10,000	10,000	10,000	10,000	
Broadcast Automation System Channel 23	Replacement of existing server to HD	50,000	Cable Fund Balance	50,000						
Install Fiber to the Comcast Headend	Replace outdated link to the headend	30,000	Cable Fund Balance							
UPS Unit Replacements	Routine replacement, end of life	10,000	Franchise Revenue			5,000			5,000	
Studio										
Lighting Systems	End of Life - LED Replacement (Phase by STUDIO REMOTE)	75,000	Cable Fund Balance		75,000					
Camera Replacements Switch to HD	Replacement Cameras to HD		Cable Fund Balance							
Replacement of Graphics system	Replacement of Graphics system	10,000	Franchise Revenue			10,000				
Replacement Video Switcher	Replace Video Switcher End of life	50,000	Cable Fund Balance		25,000				25,000	
Meeting Room/Floor 802										
Replacement of UPS	Routine replacement, end of life		Franchise Revenue							
Miscellaneous Equipment Replacements	Equipment - EOL	40,000	Cable Fund Balance				10,000	10,000	10,000	10,000
Camera Replacements Switch to HD	Replace Meeting Room Camera HD		Franchise Revenue							
Est Suite Computer Systems	Workstations	70,000	Cable Fund Balance		15,000	15,000	10,000	10,000	10,000	10,000
UPRM Radio	Radio Equipment Required C/P	15,000	Cable Fund Balance	0	0	10,000				
Meeting Room Conversion to HD	Replace Audio System replace all wiring, Digital HDIP	70,000	Cable Fund Balance	70,000						
Meeting Room Conversion to Network Audio	Replace existing audio infrastructure with modern Digital Network Systems	50,000	Cable Fund Balance							
Meeting Room Podium	Update	20,000	Cable Fund Balance		20,000					
Meeting Room Controls replacement	Expeded end of life Feedback control - Accessibility equip.; press box	20,000	Cable Fund Balance			20,000				
Mobile Production										
Generator for remote locations	Generator for remote locations	20,000	Franchise Revenue				20,000			
Replacement of Production Video switcher	End of Life	25,000	Cable Fund Balance						25,000	
Replacement of Graphics system	End of Life	10,000	Franchise Revenue					10,000		
Replacement of Truck Cameras	End of Life	40,000	Cable Fund Balance			40,000				
Comcast Location SWT	Wireless Camera Link		Cable Fund Balance							
CABLE TOTALS				170,000	145,000	110,000	50,000	40,000	85,000	50,000
TOTAL MUNICIPAL PROJECTS				5,058,508	7,823,605	10,627,003	18,588,340	3,753,134	4,106,500	4,208,032

Listing & Discussion of FY 21 Projects

Police Department

Watch Guard 4E Replacement – \$100,540 Replacement of police video system.

Fire Department

Personal Escape Harness - \$23,000 Provides quick evacuation out of elevated areas.

Thermal Imaging Camera - \$70,000 Replace 6 thermal imaging cameras.

Self-Contained Breathing - \$515,000 Replace all SCBA for personnel – anticipate 90% Grant.

Air Filling Station - \$89,000 Companion purchase to SCBA – anticipate 90% grant.

Quint Ladder - \$1,150,000 Replacement of 1995 Tower which is out of service.

Cardiac Monitoring - \$20,000 Replace outdated models to comply with AHA guidelines.

Medical Monitoring Meters - \$15,000 Tools to monitor and treat respiratory distress.

Department of Public Works

Pavement Management - \$1,450,000	Annual appropriation for road repair and reconstruction throughout the community.
Traffic Signals - \$100,000	Four-year program at \$25,000/yr. to upgrade signals at various intersections
Sidewalk Replacement - \$175,000	Replace sidewalk on Manning Street between Broadway and the Municipal Center. Derry Commerce Corridor TIF Funds. - \$75,000 Replace sidewalk on East Derry Road between the Rotary and Shepard Parcel. State Infrastructure Grant - \$100,000.
Sunset Avenue – Culvert \$50,000	Design replacement/upgrade of Sunset Avenue culvert crossing, with Bridge Funds. Design/engineering costs with \$250K construction to follow in FY 22.
Highway Vehicles - \$515,000	Replacement of the following vehicles: International 6 Wheel - \$200,000 Mini-Excavator - \$150,000 Jetting Trailer - \$90,000 Skid Steer with Attachments - \$75,000
Code Enforcement - \$30,000	Purchase of Electric Vehicle Sedan
Transfer Station Vehicle - \$100,000	Replace Skid Steer

Expendable Maintenance Trust

Central Station Doors - \$25,000	Replace 6 Apparatus Doors
HVAC Replacements - \$175,000	Due to EPA revised regulations regarding refrigerants, replace chillers and roof top units at Adams, Vet's Hall and Police Department.
DMC Roof Maintenance - \$70,000	Sealing and other maintenance requirements at DMC.
Don Ball Playground and Roofs - \$75,000	Replace both playground and roofs utilizing FY 19 Bond premiums.
Tennis Courts at Alexander-Carr - \$20,000	Upgrade/Replace Tennis Courts using FY19 Bonds Premiums or Trust Revenues
Court Maintenance at Hood Park - \$20,000	Crack fill and repaint basketball, tennis and hockey areas using DCC TIF Funds.
Replace Remote CCTV Cameras - \$40,000	Replace cameras as need throughout facilities, including Don Ball, A/C; Transfer Station.
Derry Library Site Renovations - \$110,000	Site Work and ADA upgrades at DPL.

DPW – Water Division (User Fees)

Water Main Upgrade - \$300,000	Annual replacement and upgrade, older AC mains are replaced with newer ductile iron mains. These improvements increase the flow capacity of main lines, improve the structural strength of the mains and reduce leak potential and lost water costs.
Cohas PS Upgrade - \$1,369,064	Replacement of 3 pumps, electrical and structural upgrades to Cohas Water Booster Pump Station. Financed through low-interest NHDES Revolving Loan Fund.
Willow Bend CWS - \$250,000	Install 4 th well and Treatment Facility at Willow Bend Community Water System.
Vehicle Replacement - \$45,000	Replace with Chevy 2500 P/U.

DPW – Wastewater Division (User Fees)

Main Pump Station - \$350,000	Replace main influent sewer pump station.
WWTP - \$375,000	Replace effluent force main in vicinity of Transfer Lane
Standby Generators - \$100,000	Replace generators at WWTP, Beaver Lake and Old English Stations

Cable Division (Franchise Fees)

Emerging Lab Media - \$10,000	Responsive Media Facility Improvement.
Studio Lighting - \$75,000	Replacement of studio lights with LED
Video Switcher - \$25,000	Replace outdated switch
Edit Suite Computer Systems - \$15,000	Upgrade Workstations
Meeting Rm Podium - \$20,000	Update Policom/dais

Capital Reserve/Expendable Maintenance Trust Accounts

The Town has established many Capital Reserve and EMT accounts to which annual contributions are made to support long term investments, including fleet maintenance, regular repairs/replacements or recurring costs. The intent is to provide for regular contributions so that full funding is spread over multiple payments. Capital Reserve Fund accounts are created with a vote of the Town Council to authorize the fund. A vote of the Town Council by adoption of the Annual Budget or by separate resolution is required to withdraw from the accounts.

The Town Council has adopted a Fund Balance Policy which, among other uses, funds the Towns capital reserve and expendable maintenance trust accounts. Pursuant to this policy, funds may be transferred into these accounts annually without further Town Council action.

The following accounts have been created:

Highway

Fire

Police

Information Technology

Expendable Maintenance Trust for Building and Grounds

The CIP details the allocation of appropriations/UFB to each fund based upon the relative need to fund equipment/retire capital leases. The baseline funding estimate is \$1.0M annually; the following amounts were funded. (Beginning in FY 19, the amounts include a \$250K appropriation from the annual budget):

FY 18 \$ 1,200,000

FY 19 \$ 1,275,000

FY 20 \$ 1,270,000 (anticipated)

CAPITAL RESERVE ALLOCATION						
			UFB Transfer to CRF			
	Total	Percent to Total	\$750,000.00	\$1,000,000.00	\$1,270,000.00	\$1,500,000.00
Police	1,136,798	10.703%	68,230	90,974	115,536	136,460
Fire	4,459,261	41.983%	267,643	356,858	453,209	535,286
DPW	4,794,867	45.143%	287,786	383,715	487,318	575,572
IT	230,600	2.171%	13,841	18,454	23,437	27,681
EMTF		15.000%	112,500	150,000	190,500	225,000
Total	10,621,526		750,000	1,000,000	1,270,000	1,500,000
Percentage less EMTF	10,621,526					

CAPITAL RESERVE FUND ANALYSIS											
POLICE DEPARTMENT											
FY 2021-2026											
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY2027	FY2028	FY2029	FY2030
Beginning Balance	1,150,635	964,290	814,420	642,431	542,046	422,624	340,432	373,334	464,308	555,281	646,255
Lease Schedule #1	116,411	71,132	71,132								
Lease Schedule #3 (Comm.)	152,251	152,251	152,251	152,183	152,251	152,252					
Taser Lease	17,460	17,460	17,460	17,460							
Speed Collection Project											
Taser Replacement Project											
AED Replacement Project							19,740				
Mobile Radios											
Marked Utility Vehicle (Pickup)											
Digital Com Recorder System	15,759						17,821				
Watch Guard 4E Replacement											
Patrol Division Commander Car					36,829						
Lease Payments on FY21-26 Projects			22,119	21,717	21,315	20,913	20,511				
Total Outflow	301,881	240,844	262,962	191,359	210,395	173,165	58,072	-	-	-	-
Total Inflow	115,536	90,974	90,974	90,974	90,974	90,974	90,974	90,974	90,974	90,974	90,974
Ending Balance	964,290	814,420	642,431	542,046	422,624	340,432	373,334	464,308	555,281	646,255	737,228
Annual Change		(149,870)	(171,989)	(100,386)	(119,422)	(82,192)	32,902	90,974	90,974	90,974	90,974

CAPITAL RESERVE FUND ANALYSIS													
FIRE DEPARTMENT													
FY 2021-2026													
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Beginning Balance	2,121,200	1,865,889	1,658,409	1,262,198	976,857	560,736	95,811	(452,227)	(903,793)	(1,316,428)	(1,662,502)	(1,886,501)	(1,918,910)
Lease Schedule #1	220,995	135,037	135,037										
Lease Schedule #3	60,023	60,023	60,023	60,083									
Lease Schedule #3 (Comm)	105,711	105,802	105,802	105,754	105,802	105,802							
Lease Schedule #4 (Pumper)	112,658	112,658	112,658	112,658	112,658	112,658							
Lease Schedule #4	11,133	11,133	11,133	11,137									
Lease Schedule #5		13,783	13,783	13,783	13,783	13,783							
Water Rescue							35,000						
Personal Escape Harness System		23,000	23,000										
Thermal Imaging Cameras													
SCBA (90% Grant)		58,000											
SCBA Air Filling Station (90% Grant)		8,900											
Portable Hazardous Materials Monitoring Equipment						20,000							
Lucas Chest Compression System													
Cardiac Monitor Replacement	38,000			40,000			42,000						
Cardiac Monitor Replacement - Apparatus		20,000											
Medical Monitoring Meters - Apparatus		15,000											
Medication Infusion Pumps			38,000										
Patient Movement Devices			30,000		32,000		34,000						
Water Rescue Boat	30,000												
Staff Vehicle - Fire Prevention	37,000												
Department Pick-Up													
Vertical Rescue Equipment							50,000						
Fire Fighting Equipment - Ventilation Fans			20,000										
Fire Alarm Notification System			25,000										
Radio Replacement	70,000												
Mobile Command vehicle Radio Upgrade	23,000												
Lease Payments on FY20-25 Projects			178,632	268,843	508,736	569,539	743,896	808,424	769,492	702,932	580,858	389,267	202,755
Total Outflow	708,521	564,337	753,069	642,198	772,979	821,782	904,896	808,424	769,492	702,932	580,858	389,267	202,755
Total Inflow	453,209	356,858	356,858	356,858	356,858	356,858	356,858	356,858	356,858	356,858	356,858	356,858	384,859
Ending Balance	1,865,889	1,658,409	1,262,198	976,857	560,736	95,811	(452,227)	(903,793)	(1,316,428)	(1,662,502)	(1,886,501)	(1,918,910)	(1,736,806)
Annual Change		(207,480)	(396,212)	(285,340)	(416,121)	(464,924)	(548,038)	(451,566)	(412,634)	(346,074)	(223,998)	(32,409)	182,104

CAPITAL RESERVE FUND ANALYSIS PUBLIC WORKS DEPARTMENT FY 2021-2016												
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
Beginning Balance	1,412,142	1,476,478	1,271,941	896,144	463,922	198,572	(461,136)	(859,794)	(1,219,520)	(1,512,686)	(1,663,777)	(1,663,278)
Highway Division Leases												
Lease Schedule #1	65,048	38,097	39,747									
Lease Schedule #3	57,399	57,399	57,399	57,456								
Lease Schedule #4	120,675	120,675	120,675	120,715								
Lease Schedule #5		59,373	59,373	59,373	59,373	59,373						
Cemetery Division Leases												
Lease Schedule #1	6,542	3,997	3,997									
Lease Schedule #4	8,310	8,310	8,310	8,313								
Transfer Division Leases												
Lease Schedule #1	48,832	29,838	29,838									
Lease Schedule #4	15,460	15,460	15,460	15,466								
Lease Schedule #5		21,205	21,205	21,205	21,205	21,205						
Parks Division Leases												
Lease Schedule #4	25,716	25,716	25,716	25,724								
Truck #601												
Truck #602						40,000						
Truck 550			40,000									
Truck 557A	40,000		40,000									
Transit Van #612						35,000						
Wood Chipper #608						50,000						
Traffic Signal Upgrades		25,000	25,000	25,000	25,000							
Code Enforcement												
Truck BI-2	35,000											
Truck #618						40,000						
Truck #619						40,000						
Truck #621						40,000						
Electric Vehicle - CEO		30,000										
Vehicle Maintenance												
Lease Payments on FY20-25 Projects		178,632	298,843	508,736	569,539	743,896	808,424	769,492	702,932	580,856	389,267	202,755
Total Outflow	422,982	614,303	785,563	841,988	675,116	1,069,473	808,424	769,492	702,932	580,856	389,267	202,755
Total Inflow	487,318	383,715	383,715	383,715	383,715	383,715	383,715	383,715	383,715	383,715	383,715	383,715
Solar Repayment		26,051	26,051	26,051	26,051	26,051	26,051	26,051	26,051	26,051	26,051	14,487
Ending Balance	1,476,478	1,271,941	896,144	463,922	198,572	(461,136)	(859,794)	(1,219,520)	(1,512,686)	(1,663,777)	(1,663,278)	(1,467,831)
Annual Change		(204,537)	(375,797)	(432,222)	(265,351)	(659,708)	(398,658)	(359,726)	(293,166)	(171,090)	20,499	195,447

CAPITAL RESERVE FUND ANALYSIS
INFORMATION TECHNOLOGY DEPARTMENT

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY2026	FY2027	FY2028	FY2029	FY2030	
Beginning Balance	96,259	45,458	63,912	82,366	55,220	8,994	(22,552)	(74,418)	(124,204)	(155,910)	(158,256)	(160,202)
Lease Schedule #2	39,238											
Desktop Switches												
Storage Refresh												
Update GIS Mapping	35,000											
SAN Storage Replacement												
Vehicle												
Watchguard Appliance Replacement					13,000							
Replace Copiers												
Backup Appliance Replacement				26,000								
LAN Expansion (FD)												
Lease Payments on FY20-25 Projects			-	19,600	51,680	50,000	70,320	68,240	50,160	20,800	20,400	
Total Outflow	74,238	-	-	45,600	64,680	50,000	70,320	68,240	50,160	20,800	20,400	-
Total Inflow	23,437	18,454	18,454	18,454	18,454	18,454	18,454	18,454	18,454	18,454	18,454	18,454
Ending Balance	45,458	63,912	82,366	55,220	8,994	(22,552)	(74,418)	(124,204)	(155,910)	(158,256)	(160,202)	(141,748)
Annual Change		18,454	18,454	(27,146)	(46,226)	(31,546)	(51,866)	(49,786)	(31,706)	(2,346)	(1,946)	18,454

CAPITAL RESERVE FUND ANALYSIS
EXPENDABLE MAINTENANCE TRUST FUND
FY 2021-2026

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY2026	FY2027	FY2028	FY2029	FY2030
Beginning Balance	333,564	423,064	200,954	138,343	62,433	(60,788)	(156,778)	(271,131)	(342,932)	(384,181)	(383,438)
Lease Schedule #5		19,084	19,084	19,084	19,084	19,084					
Lease Schedule #5 - HVAC		108,026	108,026	108,026	108,026	108,026	108,026	108,026	108,026	108,026	108,026
Various Projects											
Remote CCTV Cameras		40,000									
DMC Roof Maintenance		70,000									
Central Fire HVAC	25,000										
Central Station Apparatus Doors		25,000									
Central Station Insulation				40,000							
Apparatus Doors at Hampstead & ER			30,000								
Island Pond Septic							20,000				
Hampstead Road Septic							20,000				
Plymovent Drops											
DPL Site Work/ADA		110,000									
Replace HVAC at Adams Memorial	35,000										
DMC Prox Card Updates	41,000										
DPL - Children's Room Carpet			27,000		45,000						
Lease Payments on FY20-25 Projects			28,500	58,800	101,111	118,879	116,327	113,775	83,223	41,231	24,039
Total Outflow	101,000	372,110	212,610	225,910	273,221	245,989	264,353	221,801	191,249	149,257	132,065
Total Inflow	190,500	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Ending Balance	423,064	200,954	138,343	62,433	(60,788)	(156,778)	(271,131)	(342,932)	(384,181)	(383,438)	(365,504)
Annual Change		(222,110)	(62,610)	(75,910)	(123,221)	(95,989)	(114,353)	(71,801)	(41,249)	743	17,935

Conclusion & Recommendations

The Program of Capital Expenditures herein provides a guide for budgeting and development of Derry's public facilities. The Town will review and update the CIP each year prior to budget deliberations. The CIP may be modified each year based on changes in needs and priorities. As noted in the Plan, there are some projects proposed where it has been determined that there is not enough information to make a recommendation concerning a proposed capital project. These are topics that should be studied in further detail before funding decisions should be made.

The proposed plan is submitted for review and comment by the Planning Board prior to review and adoption by the Town Council.

The Town will continue to seek improvements to this process in an effort to identify and fund necessary capital investments within the voter approval tax cap as set forth under Section 9.4 of the Town Charter.

Appendix A: Town Charter Authorization

TOWN OF DERRY TOWN CHARTER—SECTION 9.8

(A) The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Town Council a capital improvement plan at least one month prior to the final date for submission of the budget. The capital improvements program shall include:

(1) A clear summary of its contents.

(2) A list of all capital improvements including major replacements which are proposed to be undertaken during the next 6 fiscal years, including, but not limited to, equipment, sewer and water mains or facilities, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements. 28

(3) Cost estimates, methods of financing and recommended time schedule for each improvement.

(4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

(B) The capital improvements plan shall be based on a period of not less than 6 years and shall be guided by the Master Plan for the Town.

(C) The foregoing information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

(D) The Town Council and Planning Board shall meet annually in preparation for and review of the capital improvements plan in a manner determined from time to time by the Town Council.

(E) A summary of the updated capital improvements plan with estimated costs shall be included in the Town report and the current year costs of the capital improvements plan shall be included in the Town budget.

(F) The Town Council shall publish in one or more newspapers of general circulation in the Town a general summary of the capital improvements plan and a notice stating: (1) the times and places where copies of the capital improvements plan are available for inspection by the public; and (2) the date, time and place not less than 2 weeks after such publication, when a public hearing on said plan will be held by the Town Council.

(G) After the public hearing and at the time of adoption of the budget as set forth in Section 9.4D of the Charter and on or before 30 days prior to the start of the ensuing fiscal year, the Town Council shall by resolution adopt the capital improvements plan with or without amendment, provided that each amendment must be voted separately and that any increase in the capital improvements plan as submitted must clearly identify the method of financing proposed to accomplish the increase.



RESOLUTION #2018-020

To Revise the Town's Fund Balance Policy

WHEREAS, The Town Council on May 16, 2017 revised the Fund Balance Policy which established a certain retention level of Unallocated Fund Balance and further directed that excess fund balance be transferred to capital reserve funds; and

WHEREAS, the Town's cash flow and fund balance status have been reviewed to ensure that the Town only retains those tax dollars necessary to maintain appropriate reserves and sustains the Town's solid financial condition;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the following changes to the Town of Derry Fund Balance Policy are hereby adopted:

- 1) Unassigned Fund Balance shall remain targeted at 9.5% of the sum of the Town's general fund operating appropriations, the state education tax amount, the local school net tax commitment and the county appropriation;
- 2) Annually, the first \$650,000 beyond the 9.5% threshold may be used to stabilize the tax rate;
- 3) The amount of Unallocated Fund Balance to be transferred to the Buildings and Grounds Expendable Maintenance Trust shall equal 15% of the total amount available for transfer under this policy, limited to \$225,000 annually;
- 4) Annually, Unallocated Fund Balance in excess of the 9.5% threshold and the \$650,000 reserved for tax rate stabilization shall be transferred without further action of the Town Council, to capital reserve funds for Police, Information Technology, Fire, and Public Works, proportional to the proposed expenditures from capital reserve as set forth in the adopted Capital Improvement Plan.
- 5) The amount of the transfer shall be limited to \$1.5M annually, including the appropriation to the Buildings and Grounds Expendable Maintenance Trust. The \$1.5M target shall be further reduced in any year by funds the Town Council may appropriate from the annual budget to the Capital Reserve Funds;
- 6) Any Unallocated Fund Balance available beyond that necessary to fulfill the directives within this policy shall be retained and managed pursuant to future Council resolutions;
- 7) For purposes of this Policy, Unallocated Fund Balance shall be defined according to Governmental Accounting Standards Board Statement No. 54, and shall further include any inter-fund transfers in the form of loans (e.g. Brady Avenue Sewer);

- 8) Nothing within this policy shall prevent the Town Council, by appropriate action pursuant to the Town Charter and state statutes, from transferring funds between capital reserve funds to meet the needs of the organization.