



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: December 11, 2017
Submitted by: Town Manager Eileen Cabanel and
Finance Director Paul T. Micali
Department:
Speakers:

Date of Meeting: December 21, 2017
Time Required: 25 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/ Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

Presentation of Proposed 2018/19 Town Manager Budget

DESCRIPTION OF ITEM

Town Manager will present her recommended 2018/19 budget to the Town Council.
[Backup to be handed out during the meeting]

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	Eileen Cabanel	Address:	6 Baboosic Lake Road
Phone Number:	424-2331	Email Address:	ecabanel@merrimacknh.gov

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

2018-19 Budget

Presented to the
Merrimack Town Council
December 21, 2017

Budget Highlights

▪ Revenue	
▪ Increase	
▪ Motor Vehicle Permits	\$300,000
▪ Ambulance Revenue	\$ 50,000
▪ Interest	\$ 25,000
▪ Sale Of Property	\$ 72,000
▪ Other Revenue	\$ 22,000
▪ Misc.	\$ 19,470
▪ Decrease	
▪ Convincer Grant	(\$20,000)
Net Revenue Increase	\$468,470

Budget Highlights Cont.

- Other
 - Use of Fund Balance ▪ (\$150,000)
-

Budget Highlights Cont.

- Appropriations
 - Health Insurance Increase ■ \$282,000
 - Short-tem Disability ■ \$ 38,000
 - Workers Compensation ■ \$ 44,000
 - Overtime Fire ■ \$ 27,000
 - Compensated Absences ■ \$ 56,000
 - Property & Liability Insurance ■ \$ 9,000
 - Tipping fees increase \$1 per ton
 - Recycling Tipping fee is \$54 per ton ■ \$ 51,000
 - Legal ■ \$ 25,000
 - Voting Booths ■ \$ 53,000
-

Budget Highlights Cont.

▪ Naticook Lake Dredging & Docks	▪ \$ 92,000
▪ Paving Infrastructure	▪ \$ 50,000
▪ HVAC Town Hall	▪ \$150,000
▪ Elections (1 additional election)	▪ \$ 16,000
▪ MNTC- Vehicles	▪ \$ 50,000
▪ Debt Services	▪ \$ 11,000
▪ Union Wages (including steps)	▪ \$413,000
▪ Deputy Police Chief (Eliminate LT)	▪ \$ 21,000
▪ Account Clerk III TC/TC PT to FT	▪ \$ 37,000
▪ FT Custodian	▪ \$ 62,000
▪ SGT Special Investigation Police	▪ \$133,000
▪ CRF funding	▪ \$ <u>43,000</u>

▪ **Total Increases** ▪ **\$1,663,000**

Budget Highlights Cont.

- Savings
 - MNTC – Office Equipment ▪ (\$24,000)
 - MNTC – Building & Grounds ▪ (\$11,000)
 - Convincer Grant ▪ (\$20,000)
 - MISC. ▪ (\$22,000)
- **Total GF Increase** **\$1,586,000**

Town Manager Proposed Budget - General Fund

2018-19 TM Appropriations							
	Total Expend.	CRF Deposits	Other Capital	Road Infrastr.	CRF Expend.	State & Federal Grants	TC Operating Request
GENERAL FUND EXP.							
General Government	\$2,034,244	\$45,000	\$25,000		\$71,311		\$1,892,933
Assessing	\$322,242	\$15,000					\$307,242
Fire	\$6,881,739	\$330,000	\$16,500		\$434,000		\$6,101,239
Police	\$6,234,181		\$115,000				\$6,119,181
Communications	\$909,885	\$125,000					\$784,885
Code Enforcement	\$383,588						\$383,588
DPW Admin.	\$387,881						\$387,881
Highway	\$5,336,535	\$1,005,000	\$41,000	\$800,000	\$859,000		\$2,631,535
Solid Waste Disposal	\$1,793,611	\$125,000			\$190,000		\$1,478,611
Parks & Recreation	\$545,736		\$91,875				\$453,861
Library	\$1,185,308	\$75,000					\$1,110,308
Equipment Maint.	\$458,204						\$458,204
Buildings & Grounds	\$458,626		\$160,000				\$298,626
Community Development	\$518,444	\$20,000	\$20,000				\$478,444
Town Clerk/ Tax Collector	\$600,409		\$55,400				\$545,009
Welfare	\$157,623						\$157,623
Debt Service	\$434,011						\$434,011
GENERAL FUND	\$28,642,267	\$1,740,000	\$524,775	\$800,000	\$1,554,311	\$0	\$24,023,181
**							
SELF SUPPORTING FUNDS EXP.							
Fire Protection	\$99,811						\$99,811
Outside Details	\$413,886						\$413,886
Library	\$3,500						\$3,500
Fire Outside Detail	\$10,026						\$10,026
Media	\$297,889		\$50,000				\$247,889
Wastewater	\$4,264,665	\$300,000			\$298,000		\$3,666,665
Wastewater Debt	\$813,327						\$813,327
Subtotal Self Sup. Funds	\$5,903,104	\$300,000	\$50,000	\$0	\$298,000	\$0	\$5,255,104
GRAND TOTAL EXP.	\$34,545,371	\$2,040,000	\$574,775	\$800,000	\$1,852,311	\$0	\$29,278,285

* New Parks and Recreation Revolving Fund established during the April 2016 Ballot. New Revolving Fund for 2017-18 was \$252,370. Revolving Fund for 2018-19 \$297,163

** Includes \$125,000 from the \$5 motor vehicle permit fee RSA 261:153

Appropriations General Fund

<u>General Fund Operating</u>	2017-18	2018-19	Increase (Decrease)	
General Government	\$1,791,659	\$1,892,933	\$101,274	5.65%
Assessing	\$304,708	\$307,242	\$2,534	0.83%
Fire	\$5,842,661	\$6,101,239	\$258,578	4.43%
Police	\$5,687,285	\$6,119,181	\$431,896	7.59%
Communications	\$765,724	\$784,885	\$19,161	2.50%
Code Enforcement	\$385,724	\$383,588	(\$2,136)	-0.55%
DPW Admin.	\$377,908	\$387,881	\$9,973	2.64%
Highway	\$2,516,754	\$2,631,535	\$114,781	4.56%
Solid Waste Disposal	\$1,402,195	\$1,478,611	\$76,416	5.45%
Parks & Recreation	\$446,626	\$453,861	\$7,235	1.62%
Library	\$1,098,088	\$1,110,308	\$12,220	1.11%
Equipment Maint.	\$455,432	\$458,204	\$2,772	0.61%
Buildings & Grounds	\$239,928	\$298,626	\$58,698	24.46%
Community Development	\$485,335	\$478,444	(\$6,891)	-1.42%
Town Clerk/ Tax Collector	\$508,632	\$545,009	\$36,377	7.15%
Welfare	\$157,378	\$157,623	\$245	0.16%
Debt Service	\$423,366	\$434,011	\$10,645	2.51%
Subtotal G/F Operating	\$22,889,403	\$24,023,181	\$1,133,778	4.95%

Appropriations General Fund- Capital

	2017-18	2018-19		
CRF Deposits				
Gen. Govt.-Computers	\$35,000	\$35,000	\$0	0.00%
Gen. Govt. - Milfoil	\$10,000	\$10,000	\$0	0.00%
Assessing - Reval.	\$15,000	\$15,000	\$0	0.00%
Fire- Ambulance	\$115,000	\$80,000	(\$35,000)	-30.43%
Fire-Trucks	\$192,000	\$250,000	\$58,000	30.21%
Communications-Equipt.	\$185,000	\$125,000	(\$60,000)	-32.43%
DPW Equipt.	\$325,000	\$400,000	\$75,000	23.08%
DPW Roads & Bridges	\$600,000	\$550,000	(\$50,000)	-8.33%
DPW- DW Highway	\$50,000	\$50,000	\$0	0.00%
Solid Waste- Equipt.	\$100,000	\$125,000	\$25,000	25.00%
Traffic Signal Preemption	\$15,000	\$5,000	(\$10,000)	-66.67%
GIS	\$20,000	\$20,000	\$0	0.00%
Library	\$35,000	\$75,000	\$40,000	114.29%
Subtotal CRF Deposits	\$1,697,000	\$1,740,000	\$43,000	2.53%
Other Capital				
Safety Complex study	\$0	\$25,000	\$25,000	100.00%
Parks & Recreation	\$10,400	\$91,875	\$81,475	783.41%
Parks & Recreation - skate park	\$0	\$0	\$0	100.00%
Fire - Staion 1 HVAC	\$0	\$16,500	\$16,500	100.00%
HVAC - Town Hall	\$0	\$150,000	\$150,000	100.00%
Community Development - car	\$0	\$20,000	\$20,000	100.00%
TC- Voting Booths	\$0	\$55,400	\$55,400	100.00%
Highway Equipment	\$12,000	\$41,000	\$29,000	241.67%
Highway Build Maint.	\$18,500	\$0	(\$18,500)	-100.00%
Police- Vehicles	\$90,000	\$115,000	\$25,000	27.78%
Solid Waste - Netting	\$9,000	\$0	(\$9,000)	-100.00%
Solid Waste - Exmark Mower	\$0	\$0	\$0	100.00%
Solid Waste - HVAC	\$5,600	\$0	(\$5,600)	-100.00%
Bldg. & Grounds- Repairs	\$19,200	\$10,000	(\$9,200)	-47.92%
Subtotal Other Cap.	\$164,700	\$524,775	\$360,075	218.62%
Road Infrastructure	\$750,000	\$800,000	\$50,000	6.67%
GF Totals Before CRF Expend.	\$25,501,103	\$27,087,956	\$1,586,853	6.22%

Appr. General Fund- Capital Cont.

GF Totals Before CRF Expend.	\$25,501,103	\$27,087,956	\$1,586,853	6.22%
<u>CRF Expend.*</u>	\$1,983,809	\$1,554,311	<u>(\$429,498)</u>	-21.65%
<u>State & Federal Grants</u>	<u>\$1,387,231</u>	<u>\$0</u>	<u>(\$1,387,231)</u>	-100.00%
General Fund Totals	\$28,872,143	\$28,642,267	<u>(\$229,876)</u>	-0.80%

CRF Funds

2018-19 Proposed Capital Reserve Funding INCLUDED IN MUNICIPAL OPERATING BUDGET

	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Est. Expend 2017-18	Balance * 6/30/2018	Budget 2018-19	Est. Expend 2018-19	Balance ** 6/30/2019
Ambulance	50,000	60,000	85,000	115,000	(235,000)	32,522	80,000	-	112,522
Athletic Fields	-	-	-	-	(50,000)	126,142	-	-	126,142
Communications Equipment	25,000	146,000	182,000	185,000	(559,000)	1,995	125,000	-	126,995
Computer Equipment	35,000	35,000	35,000	35,000	(45,000)	54,668	35,000	(71,311)	18,357
Daniel Webster Highway	50,000	50,000	50,000	50,000	-	160,645	50,000	(50,000)	160,645
Fire Equipment	75,000	95,000	160,000	192,000	(53,000)	498,706	250,000	(434,000)	314,706
Highway Equipment	300,000	300,000	300,000	325,000	(383,000)	61,697	400,000	(459,000)	2,697
Land Bank	-	-	-	-	-	418,129	-	-	418,129
Library Building Maintenance Fund	17,000	10,000	35,000	35,000	-	42,315	75,000	-	117,315
Playground Equipment	-	-	-	-	-	45,721	-	-	45,721
Property Revaluation	15,000	15,000	15,000	15,000	-	22,402	15,000	-	37,402
Road Improvements	-	-	-	-	-	246	-	-	246
Salt Shed	-	-	-	-	-	20,798	-	-	20,798
Sewer Line Extension	-	-	-	-	-	48,686	-	-	48,686
Solid Waste Disposal	75,000	45,000	65,000	100,000	(70,000)	228,121	125,000	(190,000)	163,121
Fire Station Improvements	-	-	-	-	-	283,377	-	-	283,377
Traffic Signal Pre-emption	-	10,000	10,000	15,000	(25,000)	11,104	5,000	-	16,104
GIS	10,000	65,000	65,000	20,000	-	25,945	20,000	-	45,945
Road Infrastructure CRF	<u>400,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>	<u>(563,809)</u>	<u>1,101,531</u>	<u>550,000</u>	<u>(350,000)</u>	<u>1,301,531</u>
Total CRF	1,052,000	1,431,000	1,602,000	1,687,000	(1,983,809)	3,184,750	1,730,000	(1,554,311)	3,360,439
Milfoil	<u>25,000</u>	<u>15,000</u>	<u>10,000</u>	<u>10,000</u>	-	<u>34,462</u>	<u>10,000</u>	-	<u>44,462</u>
Total GENERAL FUND less Grant	1,077,000	1,446,000	1,612,000	1,697,000	(1,983,809)	3,219,212	1,740,000	(1,554,311)	3,404,901
Sewer Infrastructure Improvements	<u>25,000</u>	<u>75,000</u>	<u>75,000</u>	<u>300,000</u>	<u>(550,000)</u>	<u>117,550</u>	<u>300,000</u>	<u>(300,000)</u>	<u>117,550</u>
Operating budget	1,102,000	1,521,000	1,687,000	1,997,000	(2,533,809)	3,336,762	2,040,000	(1,854,311)	3,522,451

* Anticipated Balance as of 7/1/18. Balance could vary due to interest and purchases during the 2017-18 budget

** Estimated balance as of 6/30/19 does not include interest and may vary due to purchases during the 2018-19 budget year

Capital Reserve Funds (CRF) Purchases

CRF	Proposed Capital Purchases 2018-19 Projects	\$\$	71,311
Computer Equipment	Telephone System Upgrade	0	
Fire	South Fire Station Space Needs Assessment	25,000	
	Rescue 1 Breathing Air Cascade Replacement	25,000	
	Fire Apparatus Computer Replacement	15,000	
	Fire Command SUV (including Fitup \$XXX)	39,000	
	Fire Suppression Hose	17,000	
	Large Diameter Supply Hose	15,000	
	Portable Radio Replacement	298,000	434,000
Road Infrastructure	Drainage Improvements	200,000	
	Paving Gravel Roads	100,000	
	Seaverns Bridge Canoe Launch	50,000	350,000
Highway	H-29 Spreader and Plow fit up	29,000	
	3/4T Pickup H-2	35,000	
	6 Wheel dump truck, H-28	180,000	
	6 Wheel dump truck, H-34	180,000	
	Athletic Field groomer	35,000	459,000
DW Highway	DW Hwy Paving - Cracksealing		50,000
Solid Waste	Trailer	70,000	
	Truck Cab & Chassis, Peterbilt	120,000	190,000
Total General Fund			<u>1,554,311</u>
Wastewater Fund			
Sewer Infrastructure	Manhole/Sewer Line rehab	25,000	
	1-front end loader replacement	200,000	
	Replacement of OEM lights with LED lights	48,000	
	Replacement of 1 sludge pump	25,000	
Total Wastewater Fund			<u>298,000</u>
Grand Total CRF Purchases			<u>1,852,311</u>

Total Appropriations

	2017-18	2018-19	Increase (Decrease)
General Fund Totals	\$28,872,143	\$28,642,267	(\$229,876) -0.80%
<u>Self Supporting Funds</u>			
Fire Protection	\$99,811	\$99,811	\$0 0.00%
Outside Details	\$416,516	\$413,886	(\$2,630) -0.63%
Library	\$3,500	\$3,500	\$0 0.00%
Fire Outside Detail	\$10,026	\$10,026	\$0 0.00%
Media	\$285,520	\$297,889	\$12,369 4.33%
Wastewater	\$4,385,515	\$4,264,665	(\$120,850) -2.76%
Wastewater Debt	<u>\$825,842</u>	<u>\$813,327</u>	<u>(\$12,515)</u> -1.52%
Subtotal Self Sup. Funds	<u>\$6,026,730</u>	<u>\$5,903,104</u>	<u>(\$123,626)</u> -2.05%
Grand Totals All Funds	\$34,898,873	\$34,545,371	(\$353,502) -1.01%

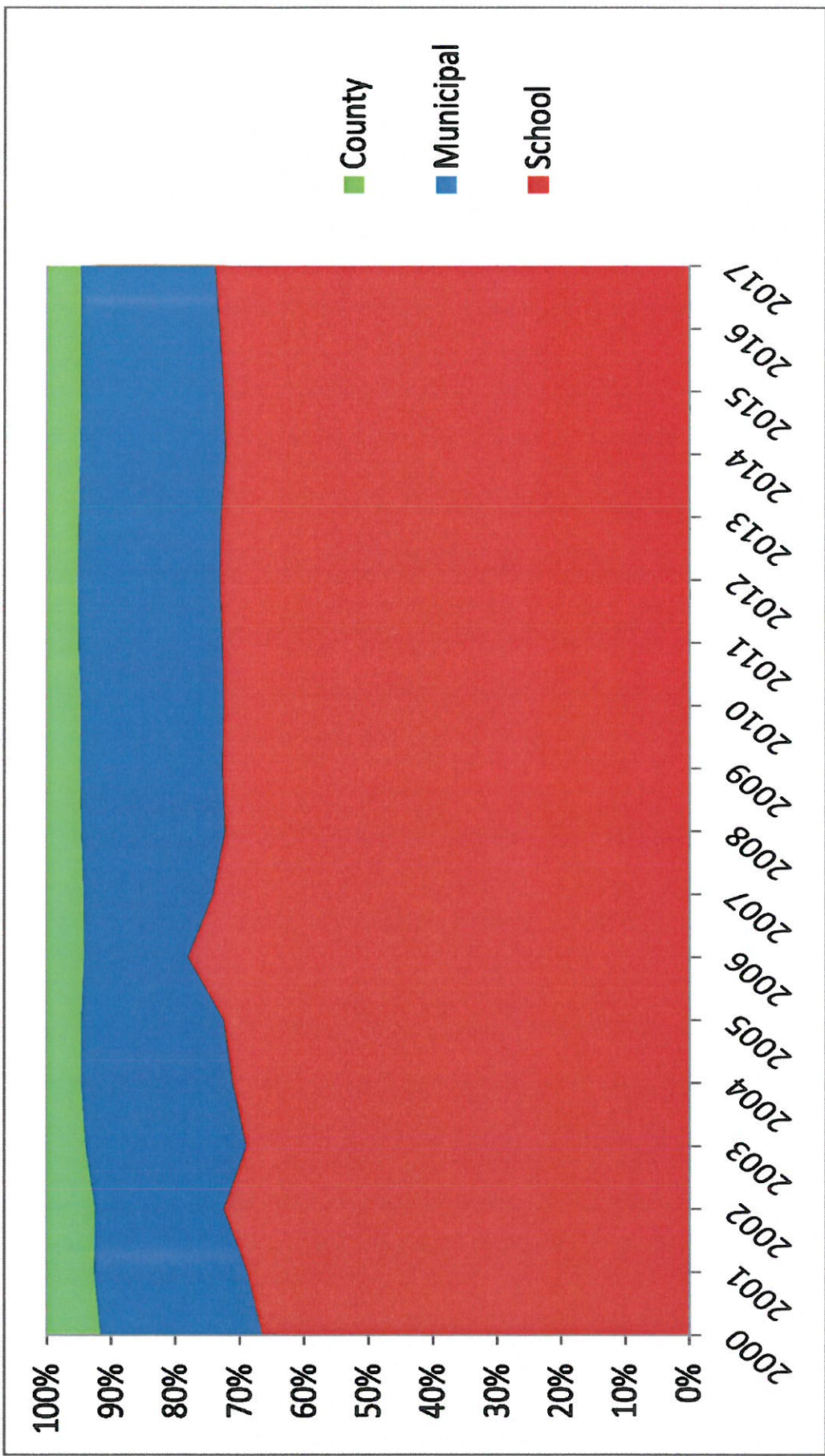
2018 Proposed Tax Rate

	Voted <u>2017-18</u>	Proposed <u>2018-19</u>
Appropriations		
General Fund Operating	\$22,889,403	\$24,023,181
Capital Reserve Fund Deposits	\$1,697,000	\$1,740,000
Other Capital	\$164,700	\$524,775
Road Resurfacing Expend	\$750,000	\$800,000
Capital Reserve Fund Expend.	\$1,983,809	\$1,554,311
State & Federal Grants	\$1,387,231	\$0
Self Supporting Funds Approp.	<u>\$6,026,730</u>	<u>\$5,903,104</u>
Subtotal Appropriations	\$34,898,873	\$34,545,371
Revenues		
General Fund Non - Tax Revenues	(\$9,416,771)	(\$9,885,241)
Fund Balance	(\$450,000)	(\$300,000)
Motor Vehicle Road Infrastr. Rev.	(\$125,000)	(\$125,000)
Capital Reserve Fund Withdrawals	(\$1,983,809)	(\$1,554,311)
State & Federal Grants	(\$1,387,231)	\$0
Self Supporting Funds Revenue	<u>(\$6,026,730)</u>	<u>(\$5,903,104)</u>
Subtotal Revenue	(\$19,389,541)	(\$17,767,656)
Overlay (for abatements)	\$412,171	\$375,000
Veterans' Credits	<u>655,500</u>	<u>655,500</u>
To Be Raised By Taxes	\$16,577,003	\$17,808,215
Divide by Town Value	3,382,236.206	3,382,236.206
Town Tax Rate	\$4.90	\$5.27

2018-19 Pending Budget Items

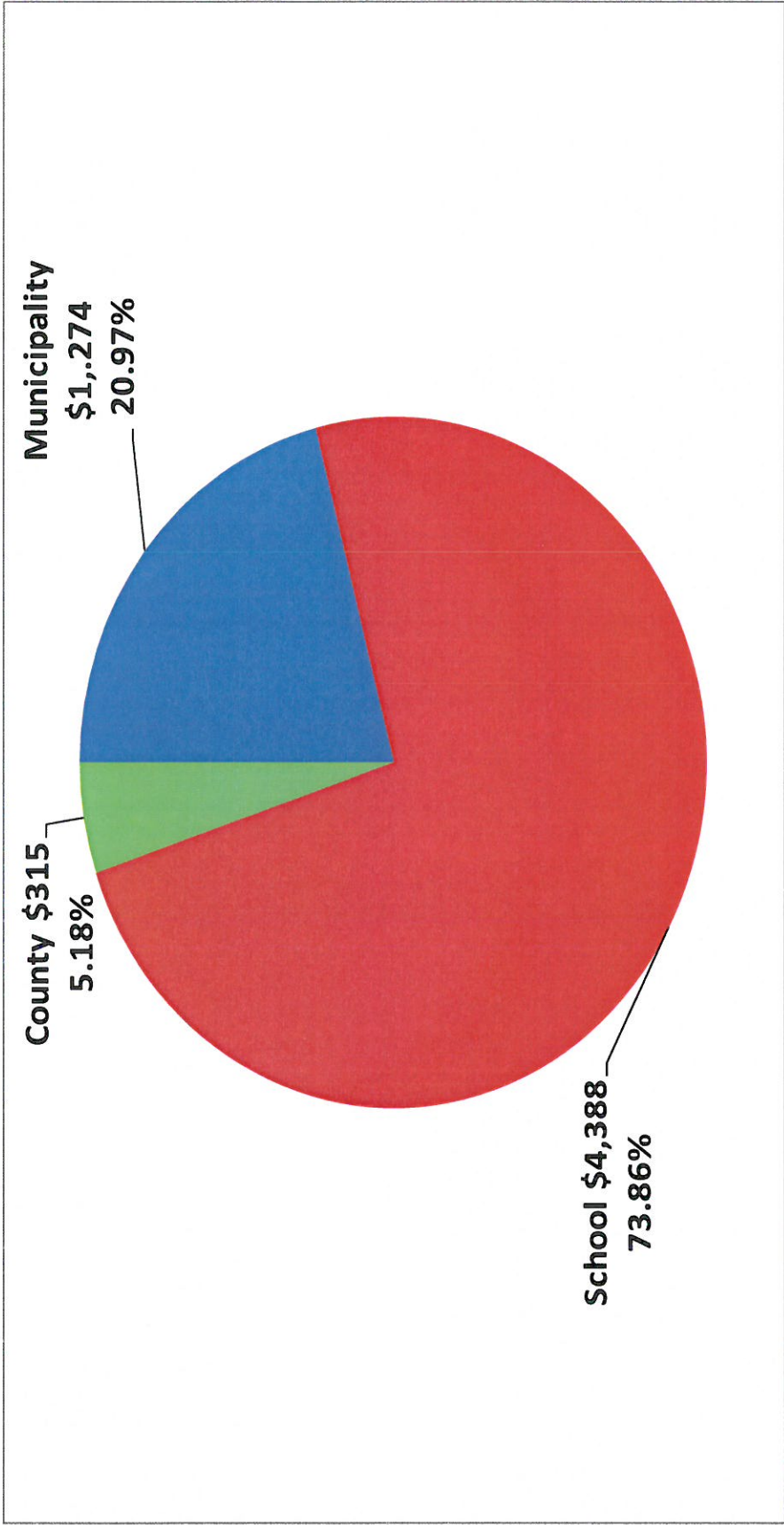
- Pending
 - State Budget (2nd yr of Biennial budget)
 - State Revenues
 - Rooms & Meals
 - Highway Block Grant
 - Non-Union Raises
-

How is your 2017 Tax Bill broken out



Typical Bill for Assessed Value of \$260,000 Home for 2017

Home Valued at \$260,000
\$5,977



Questions/Comments

