

Town of Exeter														
2024 General Fund Preliminary Budget		DO NOT MAKE ADJUSTMENTS TO THE NUMBERS ON THIS WORKSHEET - MAKE THEM ON THE PUB SAFETY WORKSHEET - CELLS ON THIS TAB ARE LINKED TO PUB SAFETY												
BRC Subcommittee Worksheet Template		DO MAKE YOUR ADJUSTMENT COMMENTS ON THIS WORKSHEET												
Prepared: September 22, 2023 Version #1														
Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation							
<b>GENERAL FUND</b>														
<b>Police Department</b>														
<b>Police</b>														
	51110	Sal/Wages FT	1,966,070	1,966,070	-	29 FT (Chief, Deputy, Sergeants, Lieutenant, Officers, Admin)								
	51111	Sal/Wages Shift Differential	13,520	13,520	-	Per Police CBA								
	51121	Sal/Wages Incentive	3,000	3,000	-	Per Police CBA	Incentive for officers to get specialized training and then train others.							
	51123	Sal/Wages Bonus	-	-	-	Second lump-sum retention bonus (not subject to retirement); offset by ARPA	\$2000 retention bonuses not in budget as covered by ARPA funds							
	51130	Personal Replacement OT	18,825	18,825	-	Overtime for Personal Leave Repl and Fitness day	Fitness Day-day off for meeting fitness requirements at high level. Covers overtime for this.							
	51150	Vacation Replacement OT	48,837	48,837	-	Cost to cover the replacement of officers on vacation								
	51200	Sal/Wages PT	95,022	95,022	-	1 Auxiliary Officer who teaches DARE spring/fall, added part time officer who is the prosecutor at an increase of \$80,522	Offset by \$35,000 reduction in prosecutor services. Prior contract for services was \$90,462.							
	51300	Sal/Wages OT	47,457	47,457	-	Coverage OT								
	51350	FEMA Storm Related OT	-	-	-	Expenses related to declared emergencies								
	51400	Longevity Pay	1,150	1,150	-	For hires before 1/1/2010 only								
	51410	Sick Replacement OT	23,857	23,857	-	covers for officers out sick								
	51420	Holiday Pay	66,924	66,924	-	contract item	Holiday pay checks go out first pay period in Nov.							
	51425	Firearm Incentive	3,000	3,000	-	contract item (moved to Incentive)	Incentive to get firearms instruction to train others							
	51430	Field Training Incentive OT	7,997	7,997	-	contract item (moved to Incentive)								
	51435	Comfort Dog OT	5,600	5,600	-	Offsetting reduction in Staff OT								
	51450	Education Incentive	16,500	16,500	-	Per Police CBA								
	51455	Training Regular Pay	-	-	-									
	51440	Training Coverage - OT	54,700	54,700	-	Training Coverage - OT	Increased state requirements. Overtime to cover training.							
		Salaries Total	2,372,459	2,372,459	-									
	52100	Health Insurance	440,881	440,881	-									
	52110	Dental Insurance	38,257	38,257	-									
	52120	Life Insurance	1,783	1,783	-									
	52130	LTD Insurance	1,092	1,092	-									
	52200	FICA	10,248	10,248	-	Based on wages: 6.2%								
	52210	Medicare	34,401	34,401	-	Based on wages: 1.45%								
	52300	Retirement Town	22,363	22,363	-	Based on wages: 13.53%								
	52310	Retirement Police	660,681	660,681	-	Based on wages: 31.28%								
		Benefits Total	1,209,706	1,209,706	-									
	55001	Accreditation	6,483	6,483	-	Guardian Tracking ( \$1581) and PowerDMS document management software yearly account renews in August (\$4341)-is necessary to continue towards CALEA Accreditation	Ending first of 3 phases. When completed will get reduction in Primax insurance.							
	55035	Chiefs Expenses	1,200	1,200	-	Covers empl. awards, retirements, dept meetings, hosting meals								
	55043	Community Relations	7,500	7,500	-	Contractor will assist as Public information officer,plaques, dare, crime prevention items includes NNO yearly, Halloween safety, Child badges, safety seats, etc.								
	55045	Vehicle Computer Equipment	5,805	5,805	-	Update/cruiser laptops with purchase and install one new Rhino Tablet with mount and antenna								

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	55047	Computer Maintenance/Service Contract	21,318	21,318	-	Certified Computer Solutions (\$16,440) which is a 5 year contract-this is 3rd year, PD laptop service (\$375), Cross Agency expense for IMC (\$400)					
	55050	Conf/Room/Meals	3,000	3,000	-	Professional Development training conferences for the Chief and Deputy Chief- IACP convention etc.					
	55057	Prosecutor Service	-	-	-	Per diem contracts with attorneys for assistance with Police Prosecution involves motion drafting, advising, and courtroom assistance, etc.	See 51200 above.				
	55087	Dry Cleaning	10,800	10,800	-	Contractual cost increase					
	55088	Dues	8,993	8,993	-	Yearly dues for SERT, NENA 911, NESPIN, Child Advocacy Center, and professional association memberships					
	55091	Education/Training	17,000	17,000	-	Training course costs/meal reimbursement for the entire department (including civilians), increase for yearly mental health training for all officers and dispatchers with MHP					
	55106	Equipment Purchase	44,537	44,537	-	Mountain bike parts, stop stick replacement, flashlights, some building improvement costs, furniture/boards, Taser cartridges, less lethal tools- OC Tasers- cost: \$110,665 installment purchase \$22,133 for 5 years	Increase is for cruiser cameras \$4654.38 annual contract.Aid in transparency and effectiveness. Supplement body cameras.				
	55128	Fuel	43,420	43,420	-	Fuel for patrol vehicles					
	55133	General Expenses	7,500	7,500	-	Towing charges, patrol enforcement supplies radar replacements, speed signs, promotional testing materials, hiring costs includes polygraph, medical, and psychological testing, Livescan fee (\$476), etc.					
	55160	Investigation	5,000	5,000	-	Covers drug investigation costs and equipment					
	55190	Mobile Communications	3,904	3,904	-	AT&T FirstNet department cell and laptop modem plan- there is also a Dispatch phone failover plan- We put all mobile comms expense lines (Staff and Patrol) into this one single line item-overall increase of \$2106 yearly					
	55193	Munitions	15,700	15,700	-	There is an ammunition shortage across the country and an increase in firearms ammunition costs (pistol and rifle). We will also need to add a rifle to our shooting simulator as currently we have only pistols (\$2,700). This line item also includes items for training and equipment for bean bag shotguns and simulated shooting drills protective gear, and includes the cost of both lethal and less lethal ammunition, gun accessories and cleaning, targets, range fees, etc.					
	55199	Office Equipment Maintenance	5,725	5,725	-	Maintenance contract of 6 machines including: copier printers and all service, parts, and labor					
	55200	Office Supplies	11,800	11,800	-	Office supplies, new contract eliminates ink toner, evidence, prosecution, photo					
	55224	Postage	1,000	1,000	-	Postage costs for mailings					
	55270	Software Agreement	29,354	29,354	27,314	Central Square IMC full contract- records, emergency operations, and interface for POL and FD Dispatch Center	Updated number. Includes IMC full contract (\$19664), DTS scheduling softwar (\$4440), Frontline FTO (\$1250. Latter tracks field training records of new hires.				
	55314	Uniforms	16,200	16,200	-	Cost for uniforms and uniform related equipment for 40 employees-include bullet proof vest replacements and contractual clothing allowance for staff division of \$400 each/year.					
	55319	Vehicle Maintenance	21,000	21,000	-	Covers repair costs for 19 vehicles					
	55390	Comfort Dog Expenses	2,000	2,000	-	Dog food, vet bills, equipment					
	55321	Veterinarian Service	750	750	-	contract with SPCA (\$750), unforeseen animal vet charges, rabies testing					
	55104	Veterinarian Equipment	300	300	-	ACO equipment added splitting cost of the online dog licensing lookup software management with Town Clerk					
		General Expenses Total	290,289	290,289	-						
		<b>Total Police Department</b>	<b>3,872,453</b>	<b>3,872,453</b>	<b>-</b>						

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<b>Fire Department</b>											
	51110	Sal/Wages FT	2,218,998	2,218,998	-	33 FT					
	51121	Sal/Wages Incentive	18,585	18,585	-	Negotiated in CBA	For specialized training				
	51123	Sal/Wages Bonus	-	-	-	Second lump-sum retention bonus (not subject to retirement); offset by ARPA					
	51150	Vacation Replacement OT	19,451	19,451	11,669	Overtime for Vacation Leave Replacement (NEW) 1 PT: Emergency Management Director - 24 hrs. Monthly - 8 months in FY24	Reduction from EMS Revolving Fund				
	51200	Sal/Wages PT	9,939	9,939	-	Overtime for emergency recall and other off-duty details					
	51300	Sal/Wages Call Back OT	93,876	93,876	-	Overtime for emergency recall and other off-duty details					
	51130	Personal Replacement OT	19,091	19,091	8,569	Overtime for Personal Leave Replacement	Reduction from EMS Revolving Fund				
	51400	Longevity Pay	1,950	1,950	-	For employees hired prior to 1/1/2006					
	51410	Sick Replacement OT	33,499	33,499	15,291	Overtime for Sick Replacement	Reduction from EMS Revolving Fund				
	51420	Holiday Pay	113,074	113,074	-	Holiday pay (12 holidays @ 12hrs)					
	51600	Sal/Wages On Call	2,500	2,500	-	PT On-Call salaries					
	51440	Training OT	-	-	-						
		Salaries Total	2,530,963	2,530,963	1,980,180		0.93% increase				
	52100	Health Insurance	539,206	539,206	438,347						
	52110	Dental Insurance	41,135	41,135	-						
	52120	Life Insurance	3,564	3,564	-						
	52130	LTD Insurance	1,065	1,065	-						
	52200	FICA	4,301	4,301	-	Based on wages: 6.2%					
	52210	Medicare	36,699	36,699	-	Based on wages: 1.45%					
	52300	Retirement Town	7,704	7,704	-	Based on wages: 13.53%					
	52320	Retirement Fire	747,090	747,090	600,220	Based on wages: 32.99%	Reduction from EMS Revolving Fund				
		Benefits Total	1,380,764	1,380,764	1,105,151		2.74% increase				
	55019	Breathing Apparatus	5,450	5,450	-	Breathing apparatus testing and repairs & air compressor certification and repairs					
	55035	Chiefs Expenses	750	750	-	expenses for meetings, dinners					
	55038	Cistern Maintenance	900	900	-	Cistern & dry hydrant maintenance					
	55041	Command Supplies	5,000	5,000	-	Emergency Operations Center supplies during drills, exercise and incidents, including food, office supplies, & training material	Increase due to cycle of federally required emergency training. 2024 is a training year. EMS portion fully spent. Rest is for new radio just received. Similar expected next year.				
	55042	Communications Equipment	11,154	11,154	-	2 way radio (mobile and portable); RAVE Mobile Safety - Emergency Community Notification (Reverse 911)					
	55043	Community Relations	5,000	5,000	-	Annual Contract for Social Media Consultant and Community Relations Specialist.					
	55224	Postage	250	250	-	Postage for General FD, Fire Prevention, new candidate hiring, etc.					
	55058	Contract Services	21,318	21,318	-	50% of annual contracted IT support for the Public Safety Complex. Shared cost with Police Department	Contract cost.				
	55087	Dry Cleaning	250	250	-	Dry cleaning of chief officer uniforms & Class "A" dress uniforms.					
	55088	Dues	9,227	9,227	-	Seacoast Region Hazmat team annual assessment, Annual Association Dues with multiple organizations					
	55091	Education/Training	16,913	16,913	-	Tuition for college classes, fire certifications and education supplies.					
	55106	General Equipment Purchase	45,000	45,000	-	Firefighting equipment purchase and replacement.					
	55122	Fire Alarm Supplies	-	-	-	Town wide fire alarm system maintenance.					
	55123	Fire Prevention Supplies	6,722	6,722	-	NFPA annual membership, Fire Prevention/Investigation Supplies	Group of classes to maintain fire inspection certification.				
	55128	Fuel	21,214	21,214	-	Gas and diesel fuel for all fire department vehicles, Plus 800 gallon tank at fire station					
	55132	General Equipment Repair	3,450	3,450	-	Small tool & equipment repair.					

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	55133	General Expenses	3,620	3,620	-	Background investigations, water, emergency scene rehabilitation, supplies, etc.					
	55144	Hazmat Supplies	2,686	2,686	-	Hazardous materials monitoring equipment, clean up and control supplies.					
	55149	Hose Replacement	5,812	5,812	-	Fire hose replacement and repair.					
	55151	Hydrant Maintenance Fee	50,000	50,000	-	Hydrant Maintenance Fee - increase as part of W/S rate study plan	To be moved to own budget line under Misc. Amount TBD.				
	55190	Mobile Communications	6,095	6,095	-	Cell phone plan and data usage for staff cars, engines, and fire prevention					
	55199	Office Equipment Maintenance	2,660	2,660	-	Lease Agreements/Service Contacts (copier & time clock)					
	55200	Office Supplies	2,500	2,500	-	Office Supplies for entire Fire Department (except Health)					
	55214	Physicals	1,700	1,700	-	Pre-employment for new hires and Annual physicals for all fire personnel.					
	55050	Conf/Room/Meals	4,500	4,500	-	Examples include - FDIC conference, IAFC - FRI International, IMT Annual Conference.					
	55230	Protective Equipment	54,082	54,082	-	Turnout gear replacement, inspections, repair.	Equipment more expensive as PFAS in protective material replaced.				
	55237	Radio Repairs/Maintenance	5,740	5,740	-	Maint. & programming FD Portable & Mobile Radios, Annual service contract; Emergency Operations Center radio reprogramming, replacement & repairs					
	55270	Software Agreement	11,149	11,149	-	Annual agreements for IMC data collection & dispatching, Public Eye mobile data terminals, eDispatch firefighter notification, and Knox Box Cloud Service					
	55282	Building Supplies	3,500	3,500	-	Laundry & misc bldg. cleaning supplies	Increase due to inflation				
	55308	Travel Reimbursement	1,195	1,195	-	Travel reimbursement for use of personal vehicle to attend meetings, briefings and training.					
	55314	Uniforms	26,661	26,661	-	Uniforms for 32 FT employees, 3 Call members					
	55319	Vehicle Maintenance	42,255	42,255	-	Vehicle maintenance, inspections, tires, annual pump and aerial testing and certifications.					
	55264	Shelter Equipment	1	1	-	Agreement with SAU16 to provide shelter food/supplies					
	55095	Emergency Management Equipment	2,500	2,500	-	Upgrades to computers and on scene materials (replacement cones, barricades, signage, barriers)					
	55119	FEMA Reimb -Force Labor	1	1	-	FEMA line if needed					
	55118	FEMA Reimb - Force Equip	1	1	-	FEMA line if needed					
		General Expenses Total	379,256	379,256	-						
	57006	Capital Outlay	1	1	-	\$1 place holder if grant funds become available.					
		Capital Outlay Total	1	1	-						
		<b>Total Fire Department</b>	<b>4,290,984</b>	<b>4,290,984</b>	<b>-</b>						

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<b>Public Safety Shared Services</b>													
<b>Dispatch</b>													
01429905	51110	PDD- Sal/Wages FT	233,513	233,513	-	5 FT Staff							
01429905	51111	PDD- Sal/Wages Shift Differential	4,160	4,160	-	Per Police CBA							
01429905	51121	PDD- Sal/Wages Incentive Reg	500	500	-	Per Police CBA							
01429905	51123	PDD- Sal/Wages Retention Bonus	-	-	-	Second lump-sum retention bonus (not subject to retirement); offset by ARPA							
01429905	51130	PDD- Personal Replacement OT	4,505	4,505	-	Overtime for Personal Leave Replacement							
01429905	51150	PDD- Vacation Replacement OT	7,544	7,544	-	covers vacation/personal days for dispatchers	Reduction refelcts new Munis data.						
01429905	51200	PDD- Sal/Wages PT	2,500	2,500	-	Reduced to budget for one at several shifts a month							
01429905	51300	PDD-Sal/Wages OT	4,836	4,836	-	covers cost in emergencies and regular coverage added \$3000 from sick replacement	Reduction refelcts new Munis data.						
01429905	51410	PDD-Sick Replacement OT	1,739	1,739	-	covers OT for dispatchers out sick removed \$3000 to be placed into reg OT	Reduction refelcts new Munis data.						
01429905	51420	PDD-Holiday Pay	10,791	10,791	-	contract item							
01429905	51430	PDD-Sal/Wages FTO Incentive	3,390	3,390	-								
01429905	51450	PDD-Education Incentive	2,000	2,000	-	contract item							
		<b>Salaries Total</b>	<b>275,478</b>	<b>275,478</b>	<b>-</b>								
01429905	52100	PDD-Health Insurance	76,727	76,727	-								
01429905	52110	PDD-Dental Insurance	6,242	6,242	-								
01429905	52120	PDD-Life Insurance	270	270	-								
01429905	52200	PDD-FICA	17,080	17,080	-	Based on wages: 6.2%							
01429905	52210	PDD-Medicare	3,994	3,994	-	Based on wages: 1.45%							
01429905	52300	PDD-Retirement Town	36,934	36,934	-	Based on wages: 13.53%							
		<b>Benefits Total</b>	<b>141,247</b>	<b>141,247</b>	<b>-</b>								
01429905	55105	PDD-Equipment Maintenance	25,325	25,325	-	2-way comms maintenance/service yearly and monthly contracts, Acorn VS logger (\$1275). Contracts paid at the end of the year.							
01429905	55108	PDD-Equipment Repair	5,800	5,800	-	Uncovered replacement/repair costs for dispatch items and radio equipment and portable radios, cross agency							
01429905	55256	PDD-Phone Repairs/Service	550	550	-	dispatch center phone repairs, Firstnet emergency phone service \$533, updates, sonicwall fee							
		<b>General Expenses Total</b>	<b>31,675</b>	<b>31,675</b>	<b>-</b>								
		<b>Dispatch Total</b>	<b>448,400</b>	<b>448,400</b>	<b>-</b>								

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<b>Health</b>													
01441105	51110	FH- Sal/Wages FT	72,509	72,509	-	1 FT: Health Officer							
		Salaries Total	72,509	72,509	-								
01441105	52100	FH- Health Insurance	26,185	26,185	-								
01441105	52110	FH- Dental Insurance	1,900	1,900	-								
01441105	52120	FH- Life Insurance	108	108	-								
01441105	52200	FH- FICA	4,496	4,496	-	Based on wages: 6.2%							
01441105	52210	FH- Medicare	1,051	1,051	-	Based on wages: 1.45%							
01441105	52300	FH- Town Retirement	9,810	9,810	-	Based on wages: 13.53%							
		Benefits Total	43,550	43,550	-								
01441105	55293	FH- Supplies	600	600	-	Health Inspection and office supplies							
01441105	55224	FH- Postage	50	50	-	Health Dept. mailings							
01441105	55055	FH- Consulting	1	1	-	Hazardous Materials Remediation & Consulting for Sportsmen's Club project							
01441105	55190	FH- Mobile Communications	996	996	-	Phone plan & mobile data terminal usage for Health Officer.							
01441105	55191	FH- Mosquito Control	34,500	34,500	-	Mosquito control maintenance contract costs - reduction due to anticipated new vendor contract							
01441105	55270	FH- Software Agreement	2,640	2,640	-	Metverse forms and reporting							
01441105	55308	FH- Travel Reimbursement	200	200	-	Mileage reimbursement for Health Officer							
01441105	55050	FH- Conf/Room/Meals	795	795	-	Training, Meeting and Seminars for Health Officer							
01441105	55088	FH- Dues	90	90	-	Health Dept. dues & memberships							
01441105	55091	FH- Education/Training	1,500	1,500	-								
		General Expenses Total	41,372	41,372	-								
		<b>Health Total</b>	<b>157,431</b>	<b>157,431</b>	<b>-</b>								
		<b>Total Public Safety Shared Services</b>	<b>605,831</b>	<b>605,831</b>	<b>-</b>								