



Town of New London
Public Works Department

375 Main Street
New London, NH 03257



MEMORANDUM

TO: The Board of Selectmen / Budget Committee
Kim Hallquist, Town Administrator

FROM: Robert Harrington, Public Works Director

RE: FY 2022 Budget

DATE: September 14, 2020

To: Board of Selectmen
Budget Committee
Kim Hallquist, Town Administrator

From: Robert Harrington, Department of public works

Date: September 14, 2020

Re: FY2022 Budget Request

Spring came early this year even after having an early winter. Spring clean ups, street sweeping, crosswalk and parking line painting all seemed to be finished ahead of schedule. Pleasant lake dam project started out going smoothly until we ended up getting the rains again, but despite all the rain we managed to get the project done before snow.

Covid has slowed the projects down considerably, but we still managed to move forward. Brookside Drive project is complete as well as paving for this year. We managed to pave not only Sargent road and Fairway Lane for gravel road paving, we also did meadow Lane because of the drop in asphalt prices. Roads that were paved were Deacon Hill road, Oxbow road, Old route 11, the black top apron on Davis Hill road, Mountain road and a section of Lake Shore road as well.

We are still moving forward on Pingree Road Bridge we are hoping to have this done before winter. Goose hole bridge is going to happen in the spring. There has been delays on both projects because of changes that the department of Environmental Services made in minor wetlands impacts. Two weeks after the changes were made DES employees started working from home because of Covid, which further hindered the projects.

We have been busy working on a few more projects with the Messer Pond Protective Association changing out two culverts on Forest Acres Road as well as some header work on some other culverts.

oulder work is being done on all the newly paved roads as well as driveway work to tie into the new pavement.

HIGHWAY OPERATING BUDGET

HIGHWAY ADMINISTRATION

01-4311-600-110 Road Agent Salary

Increase of \$2,163.00 (\$ 86,570.00 up to \$ 88,733.00)

This increase is due to COLA and following the Town's payroll step program instituted in 2017.

01-4311-600-115 Full Time Wages

Increase of \$ 11,653.00 (\$ 485,628.00 up to \$ 497,281.00)

This is due to COLA, following the Town's payroll step program instituted in 2017, and changes made to lower grade positions. Our building maintenance position has gone from part time to full time.

01-4311-600-120 Part Time Wages

Increase of \$ 348.00 (\$ 13,960.00 up to \$ 14,380.00)

Changes in part time positions have decreased the line. Our building maintenance position has gone from part time to full time.

01-4311-600-140 Over Time Wages

No change at this time. (\$ 57,000.00).

This recommendation to leave this line item as is, is weather driven.

01-4311-600-341 Telephone

Increase of \$ 1,290.00 (\$ 3,850.00 up to \$ 5,140.00)

Due, in part, to cell phone reimbursement for myself the foreman position & buildings maintenance

01-4311-600-343 Computer Support

New line (\$3,600)

This will allow the highway department computers to be supported with the

01-4311-600-350 Medical Services

Increase of \$ 100.00 (\$ 500.00 up to \$ 600.00)

We now have two more employees with CDL licenses, which will require DOT physicals.

01-4311-600-352 Drug & Alcohol Testing

Increase of \$ 200.00 (\$ 700.00 up to \$ 900.00)

Increase in drug and alcohol testing costs.

01-4311-600-361 Uniform Cleaning Services

Increase of \$ 2,000.00. (\$ 6,500. Up to \$ 8,500.00)

New personnel that will be needing uniforms.

01-4311-600-530 Travel & Meals

No change. (\$ 1,500.00).

Due to Covid19 classes were restricted to online only, at lesser cost.

01-4311-600-540 Conference & Training

No change. (\$ 800.00).

No need for changes at this time.

01-4311-600-620 Office Supplies

Increase of \$500.00 (\$3,000.0 up to \$3,500.00)

Over the last 3 years spending has been at this amount, so looking to level this item, to reduce overspending.

01-4311-600-681 Uniform and Safety Equipment

Increase of \$ 500.00. (\$ 2,500.00 up to \$ 3,000.00)

Continual updates needed for personnel safety gear as well as well as new hire needs.

01-4311-600-690 Miscellaneous

No changes. (\$ 50.00).

Normally used for staff meetings.

HIGHWAY & STREETS

01-4312-600-366 Radio Repairs

Increase of \$200.00. (\$ 1,000.00 up to \$1,200.00)

Looking to repair more of the old radios.

01-4312-600-380 Paving Services

No change. (\$ 235,000.00).

Paving prices have held very well and we would like to continue working with what we have.

01-4312-600-382 Upgrading Dirt Roads

No change. (\$ 10,000.00).

Did not spend due to needing for other over expenditures.

01-4312-600-385 Sidewalk Maintenance

No change. (\$ 1,000.00).

No changes needed at this time.

01-4312-600-393 Tree Take Downs

No change. (\$ 10,000.00).

Still an active line item as we continue to find hazardous trees or limbs that need to be taken care of.

01-4312-600-430 Equipment Repair & Maintenance

Increase of \$ 7,000.00. (\$ 48,000.00 up to \$ 55,000.00)

The aging of our trucks is creating the need for more purchases of replacement parts and repairs. We have also seen an increase in costs from our vendors.

01-4312-600-440 Equipment Rentals

No change. (\$ 1,500.00).

Rentals are sometimes needed when unexpected situation or road repairs arise.

01-4312-600-610 General Supplies

Increase of \$ 500.00. (\$ 7,500.00 up to \$ 8,000.00)

Due to the increase in prices, and the need for more cleaning supplies, because of Covid19 that we are now experiencing.

01-4312-600-630 Maintenance & Repair Supplies

Increase of \$ 1,000.00 (\$ 3,000.00 up to \$ 4,000.00)

Increased in spending due to aging equipment and cost increase in parts and supplies.

01-4312-600-632 Tires

Increase of \$ 1,500.00. (\$ 9,000.00 up to \$ 10,500.00)

Finding that we have quite a few vehicles with tires, which are beyond their expiration date, mainly front tires.

01-4312-600-635 Gasoline & Diesel

No change. (\$ 55,000.00)

Remaining the same, and is also weather driven.

01-4312-600-636 Equipment Oil

No change. (\$ 2,000.00).

This past year we did not purchase much oil for the trucks, but will need to purchase oil for hydraulic changes in this upcoming year which the previous allotted works.

01-4312-600-680 Culverts

No change. (\$ 5,500.00)

Held off spending because of other line items overspent.

01-4312-600-681 Gravel

No change. (\$ 15,000.00)

The need for gravel remains the same.

01-4312-600-682 Sand

No change. (\$ 55,000.00)

If winter stays close to what happened last year we will be good, but weather is unpredictable.

01-4312-600-683 Salt

No change. (\$ 25,000.00)

Remaining the same, as I have not received the State bid pricing as of yet. Unfortunately, weather is unpredictable, and can have a large impact on these line items.

01-4312-600-684 Bituminous Products

No change. (\$ 10,000.00).

Did not spend due to overspending on vehicle repairs.

01-4312-600-685 Drainage Materials

Increase \$ 1,000.00. (\$ 3,000.00 up to \$ 4,000.00)

Finding a consistent amount of drop inlet repairs and also the need for erosion materials.

01-4312-600-686 Calcium Chloride
No change. (\$ 7,000.00).
Just finished up old stock and will be purchasing new.

01-4312-600-687 Signs
No change. (\$ 4,000.00).
We are still replacing some of the faded and outdated signs.

01-4312-600-688 Street Paint
Increase of \$ 2,000.00. (\$ 5,000.00 up to \$ 7,000.00)
I would like to increase this line item, to allow us to paint centerlines on some roads to eliminate safety concerns.

TRANSFER STATION

01- 4324-650-115 Full Time Wages
Increase of \$ 5,251.00 (\$ 137,815.00 up to \$143,066.00)
This increase is due to COLA and following the Town's payroll step program instituted in 2017.

01-4324-650-120 Part Time Wages
Increase of \$ 348.00 (\$ 13,960.00 up to \$ 14,308.00)
This increase is due to COLA and following the Town's payroll step program instituted in 2017.

01-4324-650-140 Over Time Wages
No Change. (\$ 6,500.00).
Occasional overtime is needed for classes, weather, or working brush & metal facility.

01-4324-650-341 Telephone
No changes. (\$ 600.00)

01-4324-650-350 Medical Services
No changes. (\$ 100.00).
This line item is used for D.O.T. physicals.

01-4324-650-416 Disposal of Recyclables
Decrease by \$3,000.00. (\$ 5,000.00 down to \$ 2,000.00)
Adjustments have been made in E-Waste fee's, which has helped to offset the costs for recycling.

01-4324-650-417 Waste Disposal
No change. (\$ 120,000.00)
Projecting what comes in for trash is a difficult task.

01-4324-650-418 Trash Hauling Fees

Increase of \$ 5,000.00. (\$ 65,000.00 up to \$ 70,000.00)

Slight increase in loads hauled as well as an increase in trucking fees.

01-4324-650-419 Grinding Brush

No change. (\$ 5,000.00).

Brush pile continues to increase due to storms and tree damage. This is another unpredictable line item as we cannot estimate what we will receive.

01-4324-650-430 Equipment Repair & Maintenance

Increase by \$ 1,000.00. (\$ 3,000.00 up to \$ 4,000.00)

Aging equipment has increased repairs. Retired one of our F550 trucks, so I expect expenditures to level out, but this will only last until the next truck reaches that level.

01-4324-650-540 Conference & Training

No change. (\$ 1,500.00).

Did not have conferences to attend due to Covid-19. We are now seeing more online options, and although there are still fees involved, they are at a lesser cost.

01-4324-650-610 General Supplies

Increase by \$ 500.00. (\$ 700.00 up to \$ 1,200.00)

New normal expectation for supplying staff with protective equipment and cleaning supplies due to Covid-19, create the need for this increase.

01-4324-650-620 Office Supplies

Increase of \$ 100.00. (\$ 100.00 up to \$ 200.00)

Supply cost have increased, this will meet expenditures annually.

01-4324-650-687 Signs

No change. (\$ 200.00)

Received free signage from NH The Beautiful through NRRRA, so there was no need for spending.

WASTEWATER COLLECTION AND DISPOSAL

We are still in the process of trying to find a qualified candidate for the sewer position. We had one sewer break in Georges Mills this past winter which was quickly repaired with assistance from public works as well as Sunapee Sewer and as well as New London Springfield water precinct. Relocation of the controls at Red Brook station have been completed. All the controls have been moved to a dryer location.

02-4326-655-120 Wages

Increase of \$ 640.00 (\$117,360.00 up to \$ 118,000.00)

This increase is due to COLA and following the Town's payroll step program instituted in 2017.

01-4326-650-140 Over Time Wages

No change. (\$ 26,000.00).

This increase is due to COLA and following the Town's payroll step program instituted in 2017.

02-4326-655-341 Telephone & Pagers

Increase by \$ 800.00. (\$ 8,700.00 up to \$ 9,500.00)

This increase is due in part, to the addition of a tablet for asset management.

02-4326-655-342 Computer Support

No change. (\$ 3,000.00).

This allows us to make repairs when needed, to maintain the status quo in reporting and monitoring for sewer.

02-4326-655-355 Lab Fees

No change. (\$ 1,700.00).

Close to actual expenditures.

02-4326-655-390 Contract & Professional Fees

No change. (\$ 11,300.00).

This matches what we are spending on an annual basis.

02-4326-655-430 Equipment Maintenance & Repair

Increase of \$ 5,000.00. (\$ 70,000.00 up to \$ 75,000.00)

This will bring us more in line with our actual spending, which is due to increases in costs and parts.

02-4326-655-520 Insurance

Increase by \$ 500.00. (\$ 4,000.00 up to \$ 4,500.00)

This will bring us in line with the amount we have been spending annually. Provided by Financial Officer.

02-4326-655-540 Conference & Training

Increase by \$ 500.00. (\$ 1,000.00 up to \$ 1,500.00)

This increase is an anticipation of the costs to train new personnel.

02-4326-655-610 General Supplies

Increase by \$ 500.00. (\$ 2,000.00 up to \$ 2,500.00)

This increase is due to price increases on masked, gloves & cleaning supplies, as well as the extra cleaning now necessary.

02-4326-655-620 Office Supplies

No change. (\$ 900.00).

This will keep us in line with what we have been spending annually.

02-4326-655-625 Postage for Billing

No change. (\$ 550.00).

This will keep us in line with what we have been spending annually.

02-4326-655-630 Maintenance & Repair Supplies

Increase by \$ 500.00. (\$ 2,000.00 up to \$ 2,500.00)

This will bring us up to the amount we are spending annually, due to an increase in costs.

02-4326-655-635 Gasoline & Diesel

No change. (\$ 3,500.00).

Weather could change diesel usage with power outages.

02-4326-655-815 Payments to Sunapee

Increase by \$ 100,000.00. (\$ 350,000.00 up to \$ 450,000.00)

Provided by Finance Officer.

CONCLUSION

In conclusion the budget for the year 2022 has increased because of the rising costs in parts and repairs on equipment. With technology, it becomes more difficult to make some repairs in house. One of the other increases would be for safety supplies for all our departments in our battle to keep everyone safe and healthy looking in to the future.

This increase breaks down by department as follows;

General Government Buildings	.4 %
Highway Administration	3.4 %
Highway & Streets	2.5 %
Transfer Station	3.4%
Sewage Collection & Disposal	16.7 %
Cemetery	17 %

GENERAL GOVERNMENT BUILDINGS MAINTENANCE

Matt has been busy going through the final stages of the Buker Building, making sure all the new upgrades are functioning correctly after all the construction. There was some minor warranty work that needed to be completed, other than that all seems to be good. In between his weekly projects we have been working on individual folders to better grasp on any maintenance and future project needs for town buildings.

The new fuel pump upgrades have also been completed and are working very well. We will need to add a Fuel tank filling pad. This is a cement pad that is for containing any spillage that may occur while fueling vehicles. Due to recent changes in rules by the NHDES, this is a requirement to bring our fuel pumps up to code.

WHIPPLE HALL

01-4194-100-360 Cleaning Service

No change. (\$ 16,600.00)

01-4194-100-410 Electricity

Increase of \$ 5,000.00. (\$ 20,000.00 up to \$ 25,000.00)

01-4194-100-411 Heating

No change. (\$ 13,500.00)

01-4194-100-412 Water

No change. (\$ 750.00)

01-4194-100-413 Sewer

No change. (\$ 2,000.00)

01-4194-100-430 Maintenance & Repair

No change. (\$ 9,000.00)

01-4194-100-640 Building Supply

No change. (\$ 2,500.00)

Close to expenditures.

ACADEMY BUILDING

01-4194-101-360 Cleaning Service

No change. (\$ 11,000.00)

01-4194-101-410 Electricity

No change. (\$ 9,700.00)

01-4194-101-411 Heating

No change. (\$ 3,000.00)

01-4194-101-412 Water

No change. (\$ 400.00)

01-4194-101-413 Sewer

No change. (\$ 500.00)

01-4194-101-430 Building Maintenance & Repair

No changes. (\$ 7,000.00).

With recent upgrades to building products, we were still under warranty which kept spending down.

01-4194-101-450 Other Town Building

No changes. (\$ 2,500.00).

This amount is adequate at this time.

01-4194-101-640 Building Supplies

No changes. (\$ 1,500.00).

Consistent over the last 2 years.

FIRE DEPT.

01-4194-500-410 Electricity

No change. (\$ 7,000.00)

01-4194-500-411 Heating

No change. (\$ 6,400.00)

01-4194-500-412 Water

Increase of \$ 50.00. (\$ 550.00 up to \$ 600.00)

01-4194-500-413 Sewer

No change. (\$ 1,200.00)

01-4194-500-430 Building Maintenance & Repair

No change. (\$ 4,000.00)

01-4194-500-640 Building Supplies

No change. (\$ 1,000.00)

HIGHWAY DEPT.

01-4194-500-410 Electricity

No change. (\$ 4,500.00)

01-4194-500-411 Heating

No change. (\$ 10,000.00)

01-4194-500-412 Water

No change. (\$ 650.00)

01-4194-500-413 Sewer

No change. (\$ 1,000.00)

01-4194-600-430 Highway Garage Maintenance

No change. (\$ 5,000.00).

This year our spending went over budget due to the installation of LED lighting and the purchase of a new transfer switch for a future generator needs. This transfer switch installation was free of charge with solar array install, saving the town \$ 7,500+.

TRANSFER STATION

01-4194-500-410 Electricity

No change. (\$ 7,000.00)

01-4194-500-411 Heating

No change. (\$ 3,300.00)

01-4194-650-430 Building Maintenance & Repair

Increase by \$ 500.00. (\$ 1,500.00 up to \$ 2,000.00)

This will bring us more in line with actual expenditures. There has been an increase in supply costs.

SEWER DEPARTMENT

01-4194-655-343 Alarms

No increase. (\$ 800.00).

01-4194-655-410 Electricity

No increase. (\$ 51,500.00).

01-4194-655-411 Heating Fuel

No increase. (\$ 5,600.00).

01-4194-655-412 Water

No increase. (\$ 700.00).

01-4194-655-430 Building Maintenance & Repair

No increase. (\$ 2,500.00).

There was an increase in spending this year, only due to upgrades at Red Brook station.

01-4194-655-640 Building Supplies

No changes. (\$ 400.00)

ELKINS BEACH

01-4194-760-410 Electricity

No changes. (\$ 300.00)

01-4194-760-430 Building Maintenance & Repair

Decrease by \$ 2,000.00. (\$ 4,500.00 down to \$ 2,500.00)

This will bring us more in line with actual expenditures.

BUCKLIN BEACH

01-4194-770-410 Electricity
Increase of \$ 20.00. (\$ 230.00 up to \$ 250.00)

01-4194-770-430 Water
No change. (\$ 200.00)

01-4194-770-430 Building Maintenance & Repair
Decrease by \$ 2,000.00. (\$ 6,000.00 down to \$ 4,000.00)
This will bring us more in keeping with our future needs. This year we have taken steps to get all the maintenance and repairs caught up, so we should only be dealing with normal upkeep going forward.

HYDRANT SERVICE

01-4194-810-412 Hydrant Servicing
Decrease by \$ 500.00. (\$ 34,000.00 down to \$ 33,500.00)

TOWN CLOCK

01-4194-820-391 Maintenance & Repair
No change. (\$ 275.00)

PLEASANT LAKE DAM

01-4194-825-410 Gate Electricity
Increase of \$ 50.00. (\$ 250.00 up to \$ 300.00)

01-4194-825-430 Maintenance & Repair
Increase of \$ 500.00. (\$ 2,000.00 up to \$ 2,500.00)
This year we had a gate malfunction which caused over spending just in part replacement. This will give us a buffer for future maintenance needs, that may come up as the unit ages.

01-4194-825-560 Permit Fees
No change. (\$ 1,900.00)

ELKINS POST OFFICE

01-4194-830-410 Electricity
Increase of \$ 200.00. (\$ 1,600.00 up to \$ 1,800.00)

01-4194-830-411 Heating
No change. (\$ 1,650.00)

01-4194-830-430 Maintenance & Repair
No increase. (\$ 2,000.00).
The increase in last year's spending, was due to handicap ramp repairs.

CEMETERY

J1-4195-400-120 Seasonal Wages

Increase by \$4,345.00 (\$ 22,000.00 up to \$ 26,345.00).

In reviewing the spending over last 3 years, the actual expenditures for 2020 were \$ 24,254.13. The budget for 2021 was set at \$ 22,000.00, well below the expected expenditures.

01-4195-400-220 FICA & Medicare

Increase of \$ 332.00. (\$ 1,683.00 up to \$ 2,015.00).

This increase is due to COLA and following the Town's payroll step program instituted in 2017.

01-4195-400-260 Worker's Comp Insurance

Decrease of \$ 767.00. (\$ 767.00 down to \$ 700.00).

01-4195-400-430 Equipment Maintenance & Repair

No change. (\$ 1,300.00).

Spending was down this year due to a serious dry season, so there was less wear and tear on our equipment.

01-4195-400-630 Maintenance & Supplies

Decrease by \$ 200.00. (\$ 1,000.00 down to \$ 800.00)

Spending was down this year due to a serious dry season, so there was less wear and tear on our equipment.

01-4195-400-650 Grounds Keeping Supply

Increase of \$ 500.00. (\$ 2,000.00 up to \$ 2,500.00)

Increase in prices of supplies and parts, dictate we increase this line item.

