

Budget Worksheet Listing

| Dept. Number | Account Number | Account Name | W. Space | PriorFY Budget | PriorFY Expend | Current Budget | Current Expend. | Request | T Admin.Rec | Selectmen |
|----------------------|---|--------------------------|----------|---------------------|---------------------|---------------------|-----------------|---------------------|---------------------|-------------|
| 01300 | | Police Department | | | | | | | | |
| 001-01300-00100-4210 | Police Dept Personnel Services, Salaries | | | 821,250.00 | 766,016.30 | 819,170.00 | 0.00 | 805,000.00 | 805,000.00 | 0.00 |
| 001-01300-00110-4210 | Police Dept Overtime | | | 75,750.00 | 75,746.34 | 86,000.00 | 0.00 | 120,000.00 | 120,000.00 | 0.00 |
| 001-01300-00120-4210 | Police Dept Part Time | | | 39,250.00 | 32,282.19 | 62,250.00 | 0.00 | 47,500.00 | 47,500.00 | 0.00 |
| 001-01300-00130-4210 | Police Dept Outside Detail | | | 28,500.00 | 15,676.97 | 25,250.00 | 0.00 | 15,000.00 | 15,000.00 | 0.00 |
| 001-01300-00140-4210 | Police Dept Court Duty | | | 5,750.00 | 7,904.18 | 8,000.00 | 0.00 | 8,000.00 | 8,000.00 | 0.00 |
| 001-01300-00150-4210 | Police Dept Holidays | | | 23,750.00 | 21,134.66 | 23,250.00 | 0.00 | 23,750.00 | 23,750.00 | 0.00 |
| 001-01300-00210-4210 | Police Dept Insurances | | | 234,323.00 | 194,374.97 | 270,548.00 | 0.00 | 267,293.00 | 267,293.00 | 0.00 |
| 001-01300-00220-4210 | Police Dept FICA | | | 19,063.00 | 13,740.02 | 15,864.00 | 0.00 | 13,705.00 | 13,705.00 | 0.00 |
| 001-01300-00230-4210 | Police Dept Medicare | | | 13,565.00 | 12,018.72 | 14,496.00 | 0.00 | 14,779.00 | 14,779.00 | 0.00 |
| 001-01300-00240-4210 | Police Dept Workers Comp | | | 37,078.00 | 18,046.00 | 17,627.00 | 0.00 | 18,242.00 | 18,242.00 | 0.00 |
| 001-01300-00255-4210 | Police Dept NH Retirement | | | 133,000.00 | 127,371.23 | 169,620.00 | 0.00 | 177,268.00 | 177,268.00 | 0.00 |
| 001-01300-00290-4210 | Police Dept Other Employee Benefits | | | 8,500.00 | 18,812.93 | 25,950.00 | 0.00 | 27,500.00 | 27,500.00 | 0.00 |
| 001-01300-00300-4210 | Police Dept Professional & Technical Services | | | 47,750.00 | 47,810.74 | 44,750.00 | 0.00 | 45,000.00 | 45,000.00 | 0.00 |
| 001-01300-00400-4210 | Police Dept Property Services | | | 16,250.00 | 15,163.08 | 16,500.00 | 0.00 | 19,000.00 | 19,000.00 | 0.00 |
| 001-01300-00500-4210 | Police Dept Other Services | | | 10,500.00 | 10,183.42 | 10,500.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 |
| 001-01300-00600-4210 | Police Dept Supplies | | | 73,750.00 | 59,396.04 | 75,000.00 | 0.00 | 78,000.00 | 78,000.00 | 0.00 |
| 001-01300-00800-4210 | Police Dept Other Charges & Expenses | | | 27,250.00 | 22,820.65 | 27,750.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 |
| | Subtotal for dept. Police Department: | | | 1,615,279.00 | 1,458,498.44 | 1,712,525.00 | 0.00 | 1,715,037.00 | 1,715,037.00 | 0.00 |

| FY 2013 BUDGET DETAIL | | | | | | |
|--|------------------------------|-------------|------------------------|--------------------------|--------------------|---|
| DEPARTMENT: | POLICE | | | | | |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00100 | | | | |
| ACCOUNT NAME: | Personnel Services, Salaries | | | | | |
| Description | Quantity Grade/Step | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Officers: | | | | | | |
| Chief of Police | XXVI-9 | \$41.06 | 40 | \$85,404.80 | \$85,405 | \$85,405 |
| Sergeant | XVIII-7 | \$30.49 | 40 | \$63,419.20 | \$63,419 | \$63,419 |
| Sergeant | XVIII-5 | \$28.75 | 40 | \$59,800.00 | \$59,800 | \$59,800 |
| Sergeant | XVIII-4 | \$27.91 | 40 | \$58,052.80 | \$58,053 | \$58,053 |
| Corporal | XV-6 | \$26.62 | 40 | \$55,369.60 | \$55,370 | \$55,370 |
| Detective | XV-3 | \$24.36 | 40 | \$50,668.80 | \$50,669 | \$50,669 |
| School Resource Officer | XIII-7 | \$25.36 | 40 | \$52,748.80 | \$52,749 | \$52,749 |
| Master Patrol Officer | XIII-2 | \$21.87 | 40 | \$45,489.60 | \$45,490 | \$45,490 |
| Master Patrol Officer | XII-3 | \$21.62 | 40 | \$11,242.40 | \$11,242 | \$11,242 |
| | XIII-2 | \$21.87 | 40 | \$34,117.20 | \$34,117 | \$34,117 |
| Patrol Officer | XII-2 | \$20.99 | 40 | \$43,659.20 | \$43,659 | \$43,659 |
| Patrol Officer | XII-1 | \$20.38 | 40 | \$10,597.60 | \$10,598 | \$10,598 |
| | XII-2 | \$20.99 | 40 | \$32,744.40 | \$32,744 | \$32,744 |
| Patrol Officer (Vacant) | XII-1 | \$20.38 | 40 | \$42,390.40 | \$42,390 | \$42,390 |
| Civilians: | | | | | | |
| Executive Assistant | XI-10 | \$25.61 | 40 | \$53,268.80 | \$53,269 | \$53,269 |
| Communication Specialist | VII-6 | \$18.64 | 32 | \$31,016.96 | \$31,017 | \$31,017 |
| Communication Specialist | VII-5 | \$18.10 | 32 | \$7,529.60 | \$7,530 | \$7,530 |
| | VII-6 | \$18.64 | 32 | \$23,262.72 | \$23,263 | \$23,263 |
| Communication Specialist | VII-3 | \$17.07 | 24 | \$5,325.84 | \$5,326 | \$5,326 |
| | VII-4 | \$17.58 | 24 | \$16,454.88 | \$16,455 | \$16,455 |
| Communication Specialist | VII-3 | \$17.07 | 24 | \$21,303.36 | \$21,303 | \$21,303 |
| Longevity | | \$20.00 | 110 | \$2,200.00 | \$2,200 | \$2,200 |
| | | | | Lump Sum Disallow | | -\$1,067 |
| | | | | Totals | \$806,067 | \$805,000 |
| Note: Highlighted cells show positions which are due a step raise. | | | | | | |
| Note: Vacant Officer Position will be left so for foreseeable future while Chief evaluates staffing profiles. | | | | | | |
| Note: Under the Affordable Care Act - effective 01/01/14 - we must provide health insurance to anyone who works 30 hrs/wk or more. We need to deal with a near term reduction in dispatch hours to align with that new requirement. | | | | | | |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00110 | | | | |
| ACCOUNT NAME: | Overtime | | | | | |
| Description | Quantity Grade/Step | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| 10% Salaries | | | | \$80,500.00 | \$80,500 | \$80,500 |
| K-9 Handler | | \$36.54 | 7 | \$13,300.56 | \$13,301 | \$13,301 |
| DOJ EUDL | | | | \$7,500.00 | \$7,500 | \$7,500 |
| HS DWI Patrols | | \$49.00 | 120 | \$5,880.00 | \$5,880 | \$5,880 |
| HS Speed Enforcement | | \$49.00 | 90 | \$4,410.00 | \$4,410 | \$4,410 |
| HS School Bus Safety | | \$49.00 | 90 | \$4,410.00 | \$4,410 | \$4,410 |
| HS Operation Safe Commute | | \$49.00 | 72 | \$3,528.00 | \$3,528 | \$3,528 |
| HS DWI Patrols Fall | | \$49.00 | 50 | \$2,450.00 | \$2,450 | \$2,450 |
| | | | | Lump Sum Disallow | | -\$1,979 |
| | | | | Totals | \$121,979 | \$120,000 |

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|--|--------------------------------|--------------------|--------------------------------|--------------------------|----------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00120 | | | | |
| ACCOUNT NAME: | Part-Time | | | | | |
| Description | Quantity Grade/Step | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Special/Auxiliary Officers | | \$19.88 | 1800 | \$35,784.00 | \$35,784 | \$35,784 |
| Comm. Spec. Earn Time Backfill | | \$17.58 | 400 | \$7,032.00 | \$7,016 | \$7,016 |
| Comm. Spec. Training Backfill | | \$17.58 | 160 | \$2,812.80 | \$2,813 | \$2,813 |
| Comm. Spec. Holiday Backfill | | \$17.58 | 160 | \$2,812.80 | \$2,813 | \$2,813 |
| | | | | Lump Sum Disallow | | -\$926 |
| | | | | Totals | \$48,426 | \$47,500 |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00130 | | | | |
| ACCOUNT NAME: | Police Details | | | | | |
| Description | Quantity Grade/Step | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Construction | | \$37.00 | 240 | \$8,880.00 | \$8,880 | \$8,400 |
| Balmoral Dev | | \$37.00 | 80 | \$2,960.00 | \$2,960 | \$2,800 |
| School Dances | | \$37.00 | 36 | \$1,332.00 | \$1,332 | \$1,260 |
| School Athletics | | \$37.00 | 40 | \$1,480.00 | \$1,480 | \$1,400 |
| Other Functions | | \$37.00 | 75 | \$2,775.00 | \$2,775 | \$2,625 |
| Camp Robindel | | \$37.00 | 210 | \$7,770.00 | \$7,770 | \$7,350 |
| | | | | Lump Sum Disallow | | -\$8,835 |
| | | | | Totals | \$25,197 | \$15,000 |
| Note: The hourly rate for details is set by the CBA and must be negotiated at the next contract opening. | | | | | | |
| Note: The use of details has been very light in 2012 (<\$10k). It peaked in 2008 (\$22k) and has been on a steady decline since. Shortages can be backfilled from contingency or other accounts. | | | | | | |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00140 | | | | |
| ACCOUNT NAME: | Court Wages | | | | | |
| Description | Quantity | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Adult & Juvenile Court | | \$45.74 | 175 | \$8,004.50 | \$8,005 | \$8,005 |
| | | | | Lump Sum Disallow | | -\$5 |
| | | | | Totals | \$8,005 | \$8,000 |

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|----------------------------------|---|--------------------|----|--------------------------|------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00150 | | | | |
| ACCOUNT NAME: | Holiday Pay | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Sergeant | | \$30.49 | 80 | \$2,439.20 | \$2,439 | \$2,439 |
| Sergeant | | \$28.75 | 80 | \$2,300.00 | \$2,300 | \$2,300 |
| Sergeant | | \$27.91 | 80 | \$2,232.80 | \$2,233 | \$2,233 |
| Corporal | | \$26.62 | 80 | \$2,129.60 | \$2,130 | \$2,130 |
| Detective | | \$24.36 | 80 | \$1,948.80 | \$1,949 | \$1,949 |
| School Resource Officer | | \$25.36 | 80 | \$2,028.80 | \$2,029 | \$2,029 |
| Master Patrol Officer | | \$21.87 | 80 | \$1,749.60 | \$1,750 | \$1,750 |
| Master Patrol Officer | | \$21.87 | 80 | \$1,749.60 | \$1,750 | \$1,750 |
| Patrol Officer | | \$20.99 | 80 | \$1,679.20 | \$1,679 | \$1,679 |
| Patrol Officer | | \$20.99 | 80 | \$1,679.20 | \$1,679 | \$1,679 |
| Patrol Officer | | \$20.38 | 80 | \$1,630.40 | \$1,630 | \$1,630 |
| Communication Specialist | | \$18.64 | 64 | \$1,192.96 | \$1,193 | \$1,193 |
| Communication Specialist | | \$18.64 | 64 | \$1,192.96 | \$1,193 | \$1,193 |
| | | | | Lump Sum Disallow | | -203 |
| | | | | Totals | \$23,953 | \$23,750 |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00290 | | | | |
| ACCOUNT NAME: | Other Employee Benefits | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Uniform Personnel | 12 | \$1,000.00 | | \$12,000.00 | \$12,000 | \$12,000 |
| Dispatch/ Clerical/ Civilian (1) | 5 | \$100.00 | | \$500.00 | \$500 | \$0 |
| Officer- Initial Issue (2) | 3 | \$2,000.00 | | \$6,000.00 | \$6,000 | \$6,000 |
| Leather Gear | 4 | \$275.00 | | \$1,100.00 | \$1,100 | \$1,100 |
| Class A Dress Uniforms | 2 | \$500.00 | | \$1,000.00 | \$1,000 | \$1,000 |
| Class A Leather Gear | 2 | \$275.00 | | \$550.00 | \$550 | \$550 |
| Embroidery | I.s. | \$780.00 | | \$780.00 | \$780 | \$780 |
| Point Blank Vest | 4 | \$685.00 | | \$2,740.00 | \$2,740 | \$2,740 |
| Tactical Vest (BelknapSOG) | 1 | \$2,000.00 | | \$2,000.00 | \$2,000 | \$2,000 |
| Vaccinations | | | | \$600.00 | \$600 | \$600 |
| Candidate Hiring (2) | | | | \$2,000.00 | \$2,000 | \$2,000 |
| Pro Tech Fitness | | | | \$450.00 | \$450 | \$450 |
| | | | | Lump Sum Disallow | | -\$1,720 |
| | | | | Totals | \$29,720 | \$27,500 |
| Note: | (1) Civilian Clothing Allowance was discontinued in the CBA & would be subject to bargaining. | | | | | |
| Note: | (2) Unlikely the CY hiring process would yield all three hires or consume this many \$s. | | | | | |

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|-------------------------------|--|--------------------|--|--------------------------|------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00300 | | | | |
| ACCOUNT NAME: | Professional & Technical Services | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| School Materials | | | | \$750.00 | \$750 | \$750 |
| Explorer Post | | | | \$500.00 | \$500 | \$500 |
| Misc Programs/ Ads | | | | \$250.00 | \$250 | \$250 |
| DSL Connection/ Modem | | | | \$900.00 | \$900 | \$900 |
| Internet Server | | | | \$240.00 | \$240 | \$240 |
| Computer Network Maint | | | | \$3,000.00 | \$3,000 | \$3,000 |
| IMC Support/ Licenses | | | | \$10,000.00 | \$10,000 | \$10,000 |
| DHQ | | | | \$500.00 | \$500 | \$500 |
| Acorn Phone Recorder Maint | | | | \$1,100.00 | \$1,100 | \$1,100 |
| NHSP SPOTS | | | | \$4,500.00 | \$4,500 | \$4,500 |
| Cell Phone Reimbursement | | | | \$4,050.00 | \$4,050 | \$4,050 |
| BCN Telecom | | | | \$1,680.00 | \$1,680 | \$1,680 |
| Community Notification System | | | | \$10,500.00 | \$10,500 | \$10,500 |
| Aircards MDT | 6 | \$44.00 | | \$3,168.00 | \$3,168 | \$3,168 |
| Radio Equip - Tower Rent | 12 | \$100.00 | | \$1,200.00 | \$1,200 | \$1,200 |
| Phone Line Maintenance | | | | \$4,800.00 | \$4,800 | \$4,800 |
| | | | | Lump Sum Disallow | | -\$2,138 |
| | | | | Totals | \$47,138 | \$45,000 |
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00400 | | | | |
| ACCOUNT NAME: | Property Services | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| PD Office Computers | | | | \$5,000.00 | \$5,000 | \$3,000 |
| Dispatch Equipment | | | | \$3,500.00 | \$3,500 | \$3,500 |
| Glock 22 Gen 4 Handguns (1) | 12 | \$210.00 | | \$2,520.00 | \$2,520 | \$840 |
| Office Equipment | | | | \$2,500.00 | \$2,500 | \$2,500 |
| Stalker Radar Laser | | | | \$2,275.00 | \$2,275 | \$2,275 |
| Tactical Scopes | 4 | \$400.00 | | \$1,600.00 | \$1,600 | \$1,600 |
| BSOG Equipment | | | | \$2,000.00 | \$2,000 | \$2,000 |
| SRO iMac Computer | | | | \$1,650.00 | \$1,650 | \$1,650 |
| Tactical Equipment | | | | \$1,200.00 | \$1,200 | \$1,200 |
| Backup Computer | | | | \$850.00 | \$850 | \$850 |
| | | | | Lump Sum Disallow | | -\$415 |
| | | | | Totals | \$23,095 | \$19,000 |
| Note: | (1) Will be phased in over three years | | | | | |

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|-------------------------------|-----------------------|--------------------|--|--------------------------|------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00500 | | | | |
| ACCOUNT NAME: | Other Services | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Humane Society | | | | \$3,900.00 | \$3,900 | \$3,900 |
| MV Codes | 14 | \$9.00 | | \$126.00 | \$126 | \$126 |
| Criminal Codes | 14 | \$6.00 | | \$84.00 | \$84 | \$84 |
| Juvenile Laws | 1 | \$70.00 | | \$70.00 | \$70 | \$70 |
| CD Rom Law Package | 1 | \$1,060.00 | | \$1,060.00 | \$1,060 | \$1,060 |
| Rules of Evidence | 1 | \$65.00 | | \$65.00 | \$65 | \$65 |
| McNamara | 1 | \$165.00 | | \$165.00 | \$165 | \$165 |
| NH Reports | 1 | \$65.00 | | \$65.00 | \$65 | \$65 |
| Court Rules | 1 | \$50.00 | | \$50.00 | \$50 | \$50 |
| AG Updates | 1 | \$66.00 | | \$66.00 | \$66 | \$66 |
| CCACOP | 1 | \$40.00 | | \$40.00 | \$40 | \$40 |
| NHACOP | 1 | \$100.00 | | \$100.00 | \$100 | \$100 |
| NHACOPES | 1 | \$50.00 | | \$50.00 | \$50 | \$50 |
| NEACOP | 1 | \$100.00 | | \$100.00 | \$100 | \$100 |
| IACP | 1 | \$100.00 | | \$100.00 | \$100 | \$100 |
| NESPIN | 1 | \$50.00 | | \$50.00 | \$50 | \$50 |
| FBI NAA | 1 | \$85.00 | | \$85.00 | \$85 | \$85 |
| FBI LEEDA | 1 | \$35.00 | | \$35.00 | \$35 | \$35 |
| BSOG | 1 | \$2,500.00 | | \$2,500.00 | \$2,500 | \$2,500 |
| NHPA | 15 | \$20.00 | | \$300.00 | \$300 | \$300 |
| NH Dispatch | 4 | \$75.00 | | \$300.00 | \$300 | \$300 |
| Miscellaneous | | | | \$161.00 | \$161 | \$161 |
| Letter Head/ Envelopes/ Forms | | | | \$750.00 | \$750 | \$750 |
| | | | | Lump Sum Disallow | | -\$222 |
| | | | | Totals | \$10,222 | \$10,000 |

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|-------------------------------------|-----------------|--------------------|--|--------------------------|------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00600 | | | | |
| ACCOUNT NAME: | Supplies | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Copier Rental | | | | \$2,750.00 | \$2,750 | \$2,750 |
| Copy paper/ Paper Products | | | | \$5,500.00 | \$5,500 | \$5,500 |
| Printer support/ Cartridges | | | | \$2,500.00 | \$2,500 | \$2,500 |
| USPO Stamps/Reg. Mail/Ship | | | | \$1,000.00 | \$1,000 | \$1,000 |
| Blood Test/ Tow/ Rent/ Intox | | | | \$2,000.00 | \$2,000 | \$2,000 |
| Evidence Supplies/ Process | | | | \$1,800.00 | \$1,800 | \$1,800 |
| Camera Equipment | | | | \$1,000.00 | \$1,000 | \$1,000 |
| DVD/ CD's | | | | \$300.00 | \$300 | \$300 |
| TAR Team Equipment | | | | \$250.00 | \$250 | \$250 |
| Front End Alignments | 16 | \$80.00 | | \$1,280.00 | \$1,280 | \$1,280 |
| LOF (150,000 mi - 5000=50) | 40 | \$25.00 | | \$1,000.00 | \$1,000 | \$1,000 |
| Tires- Snows | 24 | \$100.00 | | \$2,400.00 | \$2,400 | \$2,400 |
| Tires- Summers | 20 | \$100.00 | | \$2,000.00 | \$2,000 | \$2,000 |
| State Inspections | 8 | \$45.00 | | \$360.00 | \$360 | \$360 |
| Transmission Service | 8 | \$270.00 | | \$2,160.00 | \$2,160 | \$2,160 |
| Brake Repair/ Purchase | | | | \$2,000.00 | \$2,000 | \$2,000 |
| Wiper Blades | 24 | \$10.00 | | \$240.00 | \$240 | \$240 |
| Misc Repairs | | | | \$2,500.00 | \$2,500 | \$2,500 |
| Electronics/ Radio-Radar Repair | | | | \$3,500.00 | \$3,500 | \$3,500 |
| Unanticipated Repairs/ Ins Ded. (1) | | | | \$5,000.00 | \$5,000 | \$2,500 |
| Gasoline | | | | \$38,000.00 | \$38,000 | \$38,000 |
| Website Upgrades (2) | | | | \$400.00 | \$400 | \$0 |
| Transcription Service | | | | \$3,500.00 | \$3,500 | \$3,500 |
| | | | | Lump Sum Disallow | | -\$540 |
| | | | | Totals | \$81,440 | \$78,000 |

Note: (1) Budgeting for accident deductibles is a built in contingency that can be backfilled if and when the need arises.

Note: (2) MPD Web site can be folded into Town main site

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|------------------------------------|--------------------------|--------------------|--|--------------------------|------------------------|--|
| FUND: | 001 | | | | | |
| ACCOUNT NUMBER: | 01300 | 00800 | | | | |
| ACCOUNT NAME: | Other Charges & Expenses | | | | | |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
| Coffee Service-Monthly | | | | \$1,800.00 | \$1,800 | \$1,800 |
| Misc.(Flower/Plaques/Apprec.) | | | | \$500.00 | \$500 | \$500 |
| Reimbursement-POV | 5000 | \$0.50 | | \$2,500.00 | \$2,500 | \$2,500 |
| K-9 Officer Dues/Certifications | | | | \$750.00 | \$750 | \$750 |
| K-9 Officer Expenses | | | | \$800.00 | \$800 | \$800 |
| Handler Equipment | | | | \$100.00 | \$100 | \$100 |
| K-9 Bills & Ins. | | | | \$900.00 | \$900 | \$900 |
| NHACOP Con/Meeting | | | | \$800.00 | \$800 | \$800 |
| Department Training | | | | \$7,000.00 | \$7,000 | \$7,000 |
| Dispatch Training | | | | \$2,000.00 | \$2,000 | \$2,000 |
| NH Secretary's Training | | | | \$200.00 | \$200 | \$200 |
| Department Ammo | | | | \$3,800.00 | \$3,800 | \$3,800 |
| Misc. Targets /Staples/ Ears/ Eyes | | | | \$1,000.00 | \$1,000 | \$1,000 |
| Armory Equipment | | | | \$1,000.00 | \$1,000 | \$1,000 |
| Taser Training & Supplies | | | | \$2,400.00 | \$2,400 | \$2,400 |
| | | | | Lump Sum Disallow | | -\$550 |
| | | | | Totals | \$25,550 | \$25,000 |

Moultonborough Police Department

P.O. Box 121
1035 Whittier Highway
Moultonborough, NH
03254-0121



Dispatch: (603) 476-2305
Office: (603) 476-2400
Fax: (603) 476-2657
lwetherbee@moultonboroughnh.gov

Leonard J. Wetherbee, Jr.
Chief of Police

October 1, 2012

Board of Selectmen
Town Administrator
Advisory Budget Committee

2013 POLICE BUDGET

Attached is the proposed 2013 Police Department Budget. The submittal is based on a level services request, however the proposed budget actually reflects the elimination of a 34 hour employee. The total budget request is \$1,249,320 (not including capital Equipment Outlay) reflecting an increase over FY2012, of \$26,673.

I have broken down the narrative into respective accounts.

00100 PERSONNEL SERVICES SALARIES: \$806,023 (FY2012 \$817,447)

In 2012, Prosecutor Davies resigned. We will not be asking to fill that position with an additional hire, we have assigned Sgt Fulton to assume those duties. This will be a permanent assignment eliminating the 34 hour position, the \$63,294 salary and \$5,200, yearly expense item. The Chief of Police position was funded in 2012 at \$75,000, we requested line reflects the current salary of \$85,404. We are currently full staffed in the dispatch at 112 hours per week (7day/16hrs), consequently \$20,666 has been moved from part time to this line item.

00110 OVERTIME: \$123,232 (FY2012 \$86,000)

This reflects an increase of \$37,232 over FY2012 appropriation. This line covers overtime for the filling of traffic grants, part time staff holidays, K-9 handler at 7 hours per week, and a federally funded underage drinking enforcement grant (\$3000 in 2012, \$7000 2013). The 7.5% of salaries to handle normal sick and leave coverage has been increased to 10% which reflects the standard estimation of a department with a collective bargaining agreement.

00120 PART TIME: \$45,606 (FY2012 \$62,500)

Dispatcher open shift coverage of \$20,666 has been moved to salaries to reflect the full 112 hour staffing of the dispatch center. 360 hours of dispatch backfill is included in this line. The 1800 hours listed as Special/Auxiliary Officers, includes parking enforcement, traffic control, patrol shifts in lieu of permanent officers and training.

00130 POLICE DETAILS: \$25,197 (FY2012 \$25,250)

This reflects a request to increase the rate per hour the officer receives from \$35.00 to \$37.00 which is still below the average overtime detail rate in the area.

00140 COURT WAGES: \$8,004 (FY 2012 \$8,000)

No significant change.

00150 HOLIDAY PAY: \$23,953 (FY2012 \$23,250)

No significant change.

00290 OTHER EMPLOYEE BENEFITS: \$29,720 (FY2012 \$25,950)

Clothing allowance has increased from \$750/officer to \$1000/officer per contract. A request has been included to purchase a new tactical vest at \$2,000 for one of the officers in the Belknap County Tactical Team.

00300 PROFESSIONAL AND TECHNICAL SERVICES: \$48,838 (FY2012 \$44,750)

This reflects an increase in computer support and licenses for the IMC CAD system as well as the Digital Headquarters software.

00400 PROPERTY SERVICES: \$23,535 (FY2012 \$16,500)

New request are included to update office computers, dispatch equipment, purchase a handheld Laser Radar, tactical scopes for the patrol rifles and the trade in and replacement of 12 Glock handguns with new models.

00500 OTHER SERVICES: \$10,222 (FY2012 \$10,500)

No significant changes.

00600 SUPPLIES: \$81,440 (FY2012 \$75,000)

Most of the increases in this line correspond to a \$3000 increase in gasoline and increased repair and maintenance expenses.

00800 OTHER CHANGES AND EXPENSES: \$25,550 (FY2012 \$27,750)

CAPITAL OUTLAY EQUIPMENT: \$67,914

The majority of this request involves the purchase of a 2013 Ford Interceptor Utility police cruiser. The Utility is the Explorer styled cruiser which provides significant increases in passenger and driver room within the vehicle. This request also includes a new video system, radio console, radar and mobile data terminal computer. All of these components are reaching the end of their anticipated lifespan. We will be applying for a NH Highway Safety Grant to reimburse us for half of the cost of the units.

There is a \$7000 request for the police department communications reserve fund and \$7300 for the community substance abuse fund.

ATTACHMENTS:

- Proposed FY 2013 Budget
- Projected Revenue 2013
- Acronyms 2013 Budget Document
- Police Detail Revenue 2013

- Capital Outlay Quotes Cruiser and Equipment
- Equipment quotes, IMC, Hand Held Radar and Lakes Region Computer Equipment quotes.

Respectfully Submitted,

Leonard J Wetherbee, Jr.
Chief of Police



Q U O T E

| | |
|--------------|-----------|
| Quote | QTE 4962 |
| Date | 4/25/2012 |
| Page: | 1 |

Information Management Corporation
 a subsidiary of TriTech Software Systems
13 Centennial Drive
North Grafton MA 01536

Contact:
 michele.maynard@tritech.com
 508-839-6445 ext.113

Bill To:

Moultonboro Police Department
 Holland Street
 PO Box 121
 Moultonboro NH 03254

Ship To:

Moultonboro Police Department
 Holland Street
 PO Box 121
 Moultonboro NH 03254

| Purchase Order No. | Customer ID | Salesperson ID | Shipping Method | Payment Terms | Req Ship Date | Master No. |
|--------------------|-------------------------|---|-----------------|------------------|---------------|--------------|
| | MOULTNBOPD | | | Due upon receipt | 0/0/0000 | 8,088 |
| Quantity | Item Number | Description | UOM | Discount | Unit Price | Ext. Price |
| 1 | DM.IMC SOFTWARE SUPPORT | IMC Software Support For: 24x7 support for: Calls for Service, Records & Mobile. Standard support for: Admin, Bar Coding, Imaging, Mapping and Pervasive (10 & 6). Term: 1/1/13-12/31/13. | Ea | \$0.00 | \$9,695.00 | \$9,695.00 |
| 1 | DM.IMC SOFTWARE SUPPORT | IMC Software Support For: Vehicle Maintenance. The period of coverage has been prorated due to a prepayment and is for: 9/1/13-12/31/13. | Ea | \$0.00 | \$60.00 | \$60.00 |
| 1 | DM.IMC SOFTWARE SUPPORT | IMC Software Support Prepaid Support. | Ea | \$0.00 | \$1,060.00 | (\$1,060.00) |

| | |
|-----------------------|------------|
| Subtotal | \$8,695.00 |
| Misc | \$0.00 |
| Tax | \$0.00 |
| Freight | \$0.00 |
| Trade Discount | \$0.00 |
| Total | \$8,695.00 |

Printed: 9/6/2012 5:21:54 PM
 Store: 1

Work Order #646
 Ordered: 9/6/2012
 Associate: PatrickLaClair
 Page 1

Lakes Region Computer LLC--GoWireless
 118 Whittier Highway
 Moultonboro, NH 03254
 603-253-9847

Bill To: Moultonboro Police Department
 Ginny Welch
 PO Box 121
 Moultonborough, NH 03254
 603-476-2400

INSTRUCTIONS: 5 PC builds.

One PC (Dispatch) includes a RAID 1 for failure protection with a video card supporting the multiple monitors.

All machines have Windows 7 Professional. 4 of the computers will have Office 2010 Home and Business. Every computer will have an internal memory card reader.

Order Status: Open

Due Date:

| Description 1 | Attribute | Size | Qty | Sold | Due | Price | Ext Price | Tax |
|--------------------------------|-----------|------|-----------|----------|-----------|----------|------------|-----|
| CMP 350 ATX/M-ATX w/ 500W PSU | | | 5 | 0 | 5 | \$79.99 | \$399.95 | |
| Intel DH77EB | | | 5 | 0 | 5 | \$119.99 | \$599.95 | T |
| Intel i5-3450 Ivy Bridge 3.1G | | | 5 | 0 | 5 | \$219.99 | \$1,099.95 | |
| 4GB PC10600 DDR3 DIMM | | | 10 | 0 | 10 | \$34.99 | \$349.90 | |
| 500GB HDD 3.5" SATA | | | 4 | 0 | 4 | \$99.99 | \$399.96 | T |
| Western Digital 500GB RE4 | | | 2 | 0 | 2 | \$119.99 | \$239.98 | T |
| Liteon DVDRW DL 24X ATA Interf | | | 5 | 0 | 5 | \$34.99 | \$174.95 | T |
| Office 2010 - H&B - Key Card | | | 4 | 0 | 4 | \$199.99 | \$799.96 | |
| Windows 7 Professional (64bit) | | | 5 | 0 | 5 | \$149.99 | \$749.95 | |
| Internal Memory Card Reader | | | 5 | 0 | 5 | \$24.99 | \$124.95 | |
| CI-E Video Card | | | 1 | 0 | 1 | \$49.99 | \$49.99 | |
| Total Qty Ordered: | | | 51 | 0 | 51 | | | |

Percent Unfilled: 100

| | | |
|--|------------------|-------------------|
| | Subtotal: | \$4,989.49 |
| | 0 % Tax: | + \$0.00 |
| | TOTAL: | \$4,989.49 |
| | Deposit Balance: | \$0.00 |
| | Balance Due: | \$4,989.49 |

Thank you for your patronage!

Printed: 9/6/2012 11:53:14 AM
Store: 1

Work Order #645
Ordered: 9/5/2012
Associate: PatrickLaClair
Page 1

Lakes Region Computer LLC--GoWireless
118 Whittier Highway
Moultonboro, NH 03254
603-253-9847

Bill To: Moultonboro Police Department
Ginny Welch
PO Box 121
Moultonborough, NH 03254
603-476-2400

Order Status: Open

Due Date:

| Description 1 | Attribute | Size | Qty | Sold | Due | Price | Ext Price | Tax |
|--------------------------------|-----------|------|-----|------|-----|------------|------------|-----|
| iMac 21.5", 2.5GHz i5 QC | | | 1 | 0 | 1 | \$1,199.00 | \$1,199.00 | |
| Office 2011 - Mac H&B - Single | | | 1 | 0 | 1 | \$199.99 | \$199.99 | |
| AppleCare - iMac | | | 1 | 0 | 1 | \$169.00 | \$169.00 | |
| APC 550 Battery Backup. | | | 1 | 0 | 1 | \$69.99 | \$69.99 | |
| Total Qty Ordered: | | | 4 | 0 | 4 | | | |

Percent Unfilled: 100

| | | |
|-------|-------------------------|-------------------|
| | Subtotal: | \$1,637.98 |
| TAXES | 0 % Tax: | + \$0.00 |
| | TOTAL: | \$1,637.98 |
| | Deposit Balance: | \$0.00 |
| | Balance Due: | \$1,637.98 |

Thank you for your patronage!



Quotation

applied concepts, inc.

Page 1 of 1

Date: 09/04/12

2609 Technology Dr.
 Plano, TX 75074
 Phone: 972-398-3780
 Fax: 972-398-3781

National Toll Free: 1-800- STALKER
 Presented by Jan Achilles Ext: 191

Acct Rep: Daniel Rinker
 214-755-6324

Quote #: 84641

Effective From: 09/04/12

Valid Through: 12/03/12

| | | | | |
|----------------------------|------------------|--------------|----------------------------|-----------------------|
| Bill To: | | <i>P8666</i> | Ship To: | |
| Moultonborough Police Dept | ATTN: | | Moultonborough Police Dept | ATTN: |
| 1035 Whittier Hwy | Accounts Payable | | 1035 Whittier Hwy | Sergeant Scott Fulton |
| Moultonborough, NH 03254 | | | Moultonborough, NH 03254 | 603-476-2400 |

| Line | Qty | Part Number | Description | Price | Ext Price |
|------|-----|-------------|----------------------------------|------------|------------|
| 1 | 1 | 200-0824-00 | Stalker Lidar LR | \$2,249.00 | \$2,249.00 |
| 2 | 1 | 200-0781-00 | Rechargeable LI-Ion Handle | | \$0.00 |
| 3 | 1 | 200-0843-00 | LI-Ion Quick Charger Base | | \$0.00 |
| 4 | 1 | 200-0845-00 | In-line Charger w/Cigarette plug | | \$0.00 |
| 5 | 1 | 035-0211-00 | Soft Storage Bag | | \$0.00 |
| 6 | 1 | 011-0107-00 | Lidar LR Operators Manual | | \$0.00 |
| 7 | 1 | 035-0184-00 | Shipping Container with Foam | | \$0.00 |
| 8 | 1 | 060-1000-12 | 12-Month Warranty | | \$0.00 |

Pmnt Terms: Net 30 days
**Lead Time is 30 business days
 after receipt of order.**
 Quote: Stalker Lidar LR Laser

| | | | |
|----------------|----------|----------------------|-----------------|
| Product | 2,249.00 | Sub-Total: | 2,249.00 |
| Discount 0.00% | 0.00 | Sales Tax 0.00% | 0.00 |
| Trade-in: | | Shipping & Handling: | 17.50 |
| | | Total: | 2,266.50 |

Form Rev 6

Printed: 8/29/2012 10:50:11 AM
Store: 1

Work Order #640
Ordered: 8/29/2012
Associate: PatrickLaClair
Page 1

Lakes Region Computer LLC--GoWireless
118 Whittier Highway
Moultonboro, NH 03254
603-253-9847

Bill To: Moultonboro Police Department
Ginny Welch
PO Box 121
Moultonborough, NH 03254
603-476-2400

INSTRUCTIONS: Scott,

Quote for high-end NAS enclosure with two 1TB enterprise drives for a mirror RAID. This enclosure would leave two bays empty for future growth.

Order Status: Open

Due Date:

Description 1
QNAP TS-419P11
Western Digital 1TB RE4

| Attribute | Size | Qty | Sold | Due | Price | Ext Price | Tax |
|-----------|------|--------------------|------|-----|----------|---------------|-----|
| | | 1 | 0 | 1 | \$549.99 | \$549.99 | |
| | | 2 | 0 | 2 | \$149.99 | \$299.98 | T |
| | | | | | | less: \$60.00 | |
| | | Total Qty Ordered: | 3 | 0 | 3 | | |

Percent Unfilled: 100

| | | |
|-------|-------------------------|-----------------|
| | Subtotal: | \$849.97 |
| TAXES | 0 % Tax: | + \$0.00 |
| | TOTAL: | \$849.97 |
| | Deposit Balance: | \$0.00 |
| | Balance Due: | \$849.97 |

Thank you for your patronage!

Acronyms PD Budget:

01300-00500 Other Services Account

| Acronym: | Name: | What they do: |
|-----------------|---|--|
| CCACOP | Carroll County Assoc Chiefs of Police | Membership dues: Chief |
| NHACOP | NH Assoc of Chiefs of Police | Membership dues: Chief |
| NHACOPES | NHAssoc. of Chiefs of Police- Exec. Asst. | Membership dues: Exec. Asst Welch |
| NEACOP | New England Assoc. Chiefs of Police (Roger Williams Command Institute) | Membership dues: Chief |
| IACP | International Assoc. of Chiefs of Police | Membership dues: Chief |
| NESPIN | New England State Police Information Network. (PD) | Membership dues: Intelligence data base System, expert analysis, investigative equipment use. |
| FBI LEEDA | FBI Law Enforcement Executives Development Assoc. | Membership Dues: Chief Law Enforcement Executive training and collaboration. (Chief) |
| BSOG | Belknap Special Operations (Town- Mutual aid services of Unit) | Annual Membership dues |
| NHPA | NH Police Association (Full Time Officers – Professional Dues) | Membership Dues |
| McNamara | Law Books for Prosecutor. | |
| FBINAA | Federal Bureau of Investigation National Academy Associates | Membership Dues |
| Account: | 01300-00800 Other Charges & Expenses | |
| USPCA | US Police Canine Assoc. (Police Canine Drug & Patrol Certifications) | Certification Dues/testing |

| | | |
|-----------------|---|---|
| NAPWDA | National Assoc of Working Dog Assoc. | Certification Dues/testing |
| Account: | 01300-00600 Supplies | |
| TAR | Technical Accident Reconstruction | Accident Investigation |
| Account: | 01300-00300 Professional & Technical Services | |
| IMC | Information Management Corporation | PD Data Base Software |
| NHSP SPOTS | NH State Police – State Police On-line Telecommunications System | User Fee for SP/FBI Records |
| MDT | Mobile Data Terminal | Laptop computer in vehicle which communicates with PD switch /server systems. |
| DOJEUDL | Department of Justice Enforcing Underage Drinking Laws | Grant paid for by the NH Attorney General’s Office |

Budget Worksheet Listing

| Dept. Number | Account Number | Account Name | W. Space | PriorFY Budget | PriorFY Expend | Current Budget | Current Expend. | Request | T Admin.Rec | Selectmen |
|-----------------|----------------|---|----------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|-------------|
| 01400 | | Recreation Department | | | | | | | | |
| 001-01400-00100 | 4520 | Recreation Dept Personnel Services, Salaries | | 146,273.00 | 123,769.46 | 147,665.00 | 0.00 | 148,324.00 | 148,324.00 | 0.00 |
| 001-01400-00110 | 4520 | Recreation Dept Overtime | | 3,500.00 | 1,018.04 | 2,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 |
| 001-01400-00120 | 4520 | Recreation Dept Part Time | | 72,250.00 | 80,887.97 | 68,500.00 | 0.00 | 65,000.00 | 65,000.00 | 0.00 |
| 001-01400-00210 | 4520 | Recreation Dept Insurances | | 27,964.00 | 24,439.04 | 50,263.00 | 0.00 | 51,052.00 | 51,052.00 | 0.00 |
| 001-01400-00220 | 4520 | Recreation Dept FICA | | 13,628.00 | 12,716.31 | 13,526.00 | 0.00 | 14,873.00 | 14,873.00 | 0.00 |
| 001-01400-00230 | 4520 | Recreation Dept Medicare | | 3,187.00 | 2,974.17 | 3,163.00 | 0.00 | 3,478.00 | 3,478.00 | 0.00 |
| 001-01400-00240 | 4520 | Recreation Dept Workers Comp | | 8,130.00 | 3,796.00 | 4,327.00 | 0.00 | 4,478.00 | 4,478.00 | 0.00 |
| 001-01400-00250 | 4520 | Recreation Dept NH Retirement | | 16,355.00 | 11,289.77 | 13,200.00 | 0.00 | 13,278.00 | 13,278.00 | 0.00 |
| 001-01400-00300 | 4520 | Recreation Dept Professional & Technical Services | | 39,500.00 | 27,729.87 | 12,750.00 | 0.00 | 13,250.00 | 13,250.00 | 0.00 |
| 001-01400-00400 | 4520 | Recreation Dept Property Services | | 18,250.00 | 18,149.63 | 750.00 | 0.00 | 3,195.00 | 3,195.00 | 0.00 |
| 001-01400-00500 | 4520 | Recreation Dept Other Services | | 15,250.00 | 13,090.39 | 3,750.00 | 0.00 | 6,000.00 | 6,000.00 | 0.00 |
| 001-01400-00500 | 4589 | Recreation Dept Other Services Red Hill Outing Club | | 500.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| 001-01400-00600 | 4520 | Recreation Dept Supplies | | 66,000.00 | 52,924.03 | 22,500.00 | 0.00 | 18,500.00 | 18,500.00 | 0.00 |
| 001-01400-00800 | 4520 | Recreation Dept Other Charges & Expenses | | 8,750.00 | 7,964.81 | 8,750.00 | 0.00 | 7,500.00 | 7,500.00 | 0.00 |
| | | Subtotal for dept. Recreation Department: | | 439,537.00 | 381,249.49 | 351,644.00 | 0.00 | 350,428.00 | 350,428.00 | 0.00 |

FY 2013 BUDGET DETAIL

DEPARTMENT: Recreation
FUND: 001
ACCOUNT NUMBER: 01400 00100
ACCOUNT NAME: Personnel Services, Salaries

| Description | Grade/Step | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
|-------------------------------|------------|-------------|---------------------|---------------|------------------|-----------------------------------|
| Recreation Director | XVII-8 | \$30.35 | \$1,214.00 | \$15,782.00 | \$15,782 | \$15,782 |
| | XVII-9 | \$31.26 | \$1,250.40 | \$48,765.60 | \$48,766 | \$48,766 |
| Assistant Recreation Director | IX-1 | \$17.80 | \$712.00 | \$37,024.00 | \$37,024 | \$37,024 |
| Program Coordinator | VII-1 | \$16.08 | \$643.20 | \$33,446.40 | \$33,446 | \$33,446 |
| Office Clerk (20 Hours) | II-1 | \$12.14 | \$242.80 | \$12,625.60 | \$12,626 | \$12,626 |
| Longevity | | | | \$680.00 | \$680 | \$680 |
| | | | | Totals | \$148,324 | \$148,324 |

Note: Highlighted cells show positions which are due a step raise.

FUND: 001
ACCOUNT NUMBER: 01400 00110
ACCOUNT NAME: Overtime

| Description | Quantity | \$ Per Unit | Hrs/Wk/Yr or Salary | Extension | FY 2013 Request | FY 2013 Administrator Recommended |
|----------------------------|----------|-------------|---------------------|--------------------------|-----------------|-----------------------------------|
| Year Round Hourly Employee | 40 | \$25.20 | | | \$1,008 | \$1,008 |
| | | | | Lump Sum Disallow | | -\$8 |
| | | | | Totals | \$1,008 | \$1,000 |

| | | | | | |
|--|-------------------|----------|-------|-------------------|-----------------|
| Toilet Leasing | | | | | |
| Playground | | | | | |
| Playground 1 toilet 7 months | 1/7 | \$630.00 | | \$630 | \$630 |
| Playground 1 handicap 7 months | 1/7 | \$900.00 | | \$900 | \$900 |
| Playground 1 toilet 3 months | 1/7 | \$270.00 | | \$270 | \$270 |
| Beaches and Lee's Mills | | | | | |
| Long Island 1 toilet 6 months | 1/6 | \$540.00 | | \$540 | \$540 |
| Long Island 2 add. 5 months | 2/5 | \$900.00 | | \$900 | \$900 |
| Long Island 1 handicap 2 months | 1/2 | \$300.00 | | \$300 | \$300 |
| States Landing 1 toilet 6 months | 1/6 | \$540.00 | | \$540 | \$540 |
| Lee's Mills 1 toilet 6 months | 1/6 | \$540.00 | | \$540 | \$540 |
| Ice Rink | | | | | |
| Ice rink 1 toilet 3 months | 1/3 | \$270.00 | | \$270 | \$270 |
| MCS/MA | | | | | |
| 2 toilets 3 months | 2/3 | \$540.00 | | \$540 | \$540 |
| Extra Cleanings | | \$600.00 | | 600 | \$600 |
| | | | | Lump Sum Disallow | -\$243 |
| Totals | | | | \$23,093 | \$13,250 |
| FUND: | 001 | | | | |
| ACCOUNT NUMBER: | 01400 | | 00400 | | |
| ACCOUNT NAME: | Property Services | | | | |
| Description | | | | | |
| Quantity | | | | | |
| \$ Per Unit | | | | | |
| Extension | | | | | |
| FY 2013 Request | | | | | |
| FY 2013 Administrator Recommended | | | | | |
| Equipment | | | | | |
| Beach | | | | | |
| Brush/Broom for guano on dock | 2 | \$10.00 | | \$20 | \$20 |
| Keys/Padlocks/Chains | misc | \$75.00 | | \$75 | \$75 |
| Cement Blocks/Rope - lines | misc | \$130.00 | | \$130 | \$130 |
| Replacement lines | misc | \$300.00 | | \$300 | \$300 |
| Swim Area Markers | 2 | \$50.00 | | \$100 | \$100 |
| Lifeguard Safety Equipment | | | | | |
| Whistles and Lanyards | 2 sets of 6 | \$45.00 | | \$90 | \$90 |
| Guard Training Materials | | | | | |
| Snyder Maniken | 1 | \$200.00 | | \$200 | \$200 |
| Books and DVD | 1 of each | \$125.00 | | \$125 | \$125 |
| Misc. | | \$95.00 | | \$95 | \$95 |
| Water/ice | | \$300.00 | | \$300 | \$300 |
| Replace Megaphone | 1 | \$165.00 | | \$165 | \$165 |
| Misc./batteries etc. | misc | \$40.00 | | \$40 | \$40 |
| Replace Rescue Tube | 1 | \$55.00 | | \$55 | \$55 |
| Extra Sunglasses | 2 | \$19.00 | | \$38 | \$38 |
| AED Batteries/Updates | 4 @ \$125.00 | \$500.00 | | \$500 | \$500 |
| Tennis | | | | | |
| Nets | 2 @ \$95.00 | \$190.00 | | \$190 | \$190 |
| Center straps | 4 @ \$14.00 | \$56.00 | | \$56 | \$56 |
| Anchors | 2 @ \$16 | \$32.00 | | \$32 | \$32 |
| Goals/Nets | | | | | |
| Playground | | | | | |
| Signage PG | 2 @ \$100.00 | \$200.00 | | \$400 | \$400 |
| Replace vb net | 1 @ \$85.00 | \$85.00 | | \$85 | \$85 |
| Community Center | | | | | |

Moultonborough Recreation Department

Memo Re: Miscellaneous Budget Items - Explanations

From: Donna Kuethe, Recreation Director

Included in the Recreation Budget Proposal are several areas that may warrant further explanation. These will be found below:

Fireworks – I contacted the Town of Center Harbor to check on the amount of fireworks. I was informed by Selectman Hanson that in fact the cost of the Fireworks has increased to \$12,500.00 and they would appreciate an increase on our contribution. My proposal of \$6,250.00 amounts to half of that cost.

Band Concerts – I have explored various ways to re-instate the Band Concerts without a big impact on the budget. We were able to hold one band concert this year with the New Horizons Band providing the entertainment. We had 48 people in attendance – including families with children and senior citizens. We offered an “Old Fashioned Ice Cream Social” after the event. We had great feedback on both the performance and the ice cream. I believe that bringing back band concerts/entertainment at the Lion’s Club gazebo is a great recreation activity and one that should be further explored. In the tax portion of the Recreation Dept. budget I have included a line item of \$300.00 for band concerts. My proposal is to try to get two concerts with New Horizons this summer – they do not charge but will often “pass the hat” for donations. The \$300.00 would be for the ice cream socials. Providing that these continue to be successful I would propose looking at sponsorship for expansion of further entertainment. We have considered and contacted other communities for a “concert series” and are still looking at that possibility.

Docks – Under Other Services there continues to be a line item for Docks – this is what is paid for the installation, removal and repair of the Docks at the Boat Launch at Long Island. The raft is handled by Recreation, Public Works and Fire Dept. personnel with assistance from Trexler’s Marina. We comp Trexler’s sponsorship for our youth sports teams in exchange for their assistance and storing the raft in the off season.

Toilet Leasing at MCS/MA – We pay for chemical toilets at these facilities for our programs that occur in the hours when the schools are not open – evenings for adult/youth softball/baseball and during the summer for the Happy Camper program-. The neighbors appreciate us doing this so that no small children are utilizing the woods rather than the toilets, which has happened in the past.

Adult Softball – Under the RRF portion of the budget there is a line item Field Rental for Prescott Park. This is for the Adult Softball program for our end of the season Jamboree. We need multiple fields in one location and Prescott is the only place for this.

Computer Software – I have included a request for \$6,000.00 for computer software for the Recreation Dept. and an additional \$3,600.00 for training for the software. This is the most affordable of those we have explored and there is quote sheet that will be included in the Rec. Dept. package. This software will allow us to do the following: handle and track on-line registrations, accept credit card payments, schedule and other features that are of assistance as well. Our main reason for this is being able to accept credit card payments. As we increase our fees and continue to expand our programs – it is really a hardship for patrons that we do not do that. For example, our summer teen adventure program is such that a person may have to write as many as 20 checks. If that parent has more than one child in our summer program we could be asking them to write as many as 34 checks. We're finding more and more people who don't have checking accounts – using on-line banking and credit and debit cards instead. If you'll recall we went to a check only policy per order of the BOS several years ago.

AED's – Every year the AED's need to be updated and batteries replaced. The department has 4 AED's. I have included this expense under Lifeguard Safety Equipment in the budget just convenience even though not all the AED's are for the waterfront.

Snyder Manikin – The weight and feel of this replicates that of a human in a rescue situation. We feel this is an important training tool for our waterfront staff.

Moultonborough Recreation Department

Memo Re: Software for Recreation Dept.

From: Donna Kuethe, Recreation Director

As part of the 2013 Recreation Dept. Budget I have included an item for software for the Recreation Dept. We are hoping to be able to move towards on-line registrations and credit card payments for our registration and program fees. In addition, we would like to include a scheduling component to the software – for leagues, tournaments and facilities.

We explored three companies during the course of this past year and recommend SportsMan Proposal from Peak Software Systems Inc.

This was by far the most affordable. Most of the other packages were more involved and more suited to larger departments with multiple facilities and membership packages.

Our biggest need is to be able to accept credit card payments. Per order of the BOS we have been required to accept only checks as payment. This has become a hardship to many. Some of the parents who may have multiple children in our summer program for example may need to write as many as 35 checks for registrations and trips during the course of a summer. Many people no longer use checks – as they rely on on-line banking, debit and credit cards. In addition, as our fees have gone up, we are receiving more and more requests to pay by credit card.

We continue to do all of our scheduling without the assistance of any software - this is time consuming and makes us prone to mistakes.

The proposal from Peak Software Systems included – on-line registrations, facility and program reservations, scheduling and reporting. The total cost including on-site training is \$9,811.



Credit Card Gateway Providers for *SportsMan SQL* Online Registrations

| <u>Company Name</u> | <u>Product Type</u> | <u>Product Name</u> |
|--|---------------------------------|-----------------------------|
| North American Acquiring Bryan Gisburne Ph. 877-481-2756 www.northamericanacquiring.com | | Authorize.net |
| PayPal www.paypal.com | | Payflow Pro Payflow Link |
| Skipjack www.skipjack.com | | Skipjack Gateway |
| Authorize.net www.authorize.net | Online Merchant Card Present | |
| iTransact www.itransact.com | Standard XML | |
| Planet Payment www.planetpayment.com | | iPay |
| Elavon www.elavon.com | | Virtual Merchant |
| Net Deposit www.netdeposit.com | | Modern Payments |
| Electronic Transaction Systems www.etsms.com | | E-commerce |
| Xpress Bill Pay www.xpressbillpay.com | | Merchant Gateway |



SportsMan SQL Proposal

SportsMan SQL Core Module (required) **\$2,995/one-time cost**
Registrations, reservations, scheduling, and reports
Includes 3 seats and complete remote installation, setup, and training

Internet Module* **\$800/one-time cost**
Real-time online registration
Customer Login **\$500/one-time cost**

Customer Care Package (required) **\$1537/year**
Licensing, maintenance, upgrades, help desk support
\$789/year Core Module
\$529/year Internet Module
\$219/year Customer Login

Onsite Training/Support (optional) **\$3,600/2 days**
Extensive hands-on training at customer site for initial installation or subsequent training needs

On-Guard (optional) **\$379/year**
Secure, 24x7 offsite backup and recovery monitoring

*An Online Credit Card Gateway Provider is required for this function.



Presented by Debbie Nelsen & Josh Smith
www.sportsmansql.com

| FY 2013 BUDGET DETAIL | | | |
|------------------------------|--|-------------------|------------------|
| DEPARTMENT: | RECREATION REVOLVING FUND | | |
| | FY 13 | FY 12 Bdgt | FY 12 YTD |
| Estimated Revenues | \$93,000 | \$80,000 | \$66,975 |
| Estimated Expenses | \$108,603 | \$95,682 | \$63,100 |
| Surplus/(Deficit) | -\$15,603 | -\$15,682 | \$3,875 |
| ACCOUNT NAME: | Part Time | | |
| ACCOUNT NUMBER: | 01400 | 00120 | \$17,709 |
| ACCOUNT NAME: | FICA | | |
| ACCOUNT NUMBER: | 01400 | 00220 | \$1,098 |
| ACCOUNT NAME: | Medicare | | |
| ACCOUNT NUMBER: | 01400 | 00230 | \$257 |
| ACCOUNT NAME: | Workers Comp | | |
| ACCOUNT NUMBER: | 01400 | 00240 | \$531 |
| ACCOUNT NAME: | Professional & Technical Services | | |
| ACCOUNT NUMBER: | 01400 | 00300 | \$28,846 |
| ACCOUNT NAME: | Property Services | | |
| ACCOUNT NUMBER: | 01400 | 00400 | \$4,553 |
| ACCOUNT NAME: | Other Services | | |
| ACCOUNT NUMBER: | 01400 | 00500 | \$9,244 |
| ACCOUNT NAME: | Supplies | | |
| ACCOUNT NUMBER: | 01400 | 00600 | \$46,365 |
| ACCOUNT NAME: | Other Charges & Expenses | | |
| ACCOUNT NUMBER: | 01400 | 00800 | \$600 |
| | | Total | \$108,603 |

**Proposed Recreation Fee Changes
FY 2013**

| Program | 2012 | 2013 | 2013 Exp. Rev. |
|-----------------------------|-------------|-------------|-----------------------|
| RECKing Crew | \$73.00 | \$75.00 | \$8,625.00 |
| Happy Campers | \$73.00 | \$75.00 | \$7,125.00 |
| Teen Adventure | \$50.00 | \$50.00 | \$3,200.00 |
| Tennis Lessons | \$45.00 | \$45.00 | \$1,125.00 |
| Swim Lessons | \$30.00 | \$30.00 | \$2,380.00 |
| Children's Stage Adventures | \$70.00 | \$75.00 | \$2,190.00 |
| Hot and Happy | \$12.00 | \$15.00 | \$180.00 |
| Cabbage Island | \$80.00 | inc.w/trips | \$0.00 |
| Creative Writers | \$30.00 | \$30.00 | \$300.00 |
| Woman of Words | \$25.00 | \$25.00 | \$250.00 |
| Tennis Tournaments | \$20.00 | \$20.00 | \$600.00 |
| Adult Softball | \$175.00 | \$185.00 | \$1,850.00 |
| OAR | \$20.00 | \$20.00 | \$200.00 |
| Summer Camp Trips | varies | varies | 30,600.00 |
| Special Events | varies | varies | \$500.00 |
| Family Trips | varies | varies | \$5,000.00 |
| Teen Trips Yr. Round | varies | varies | \$3,000.00 |
| Adult Trips Yr. Round | varies | | \$12,000.00 |
| Halloween Party | \$3.00 | \$3.00 | \$300.00 |
| Skating Lessons | \$10.00 | \$10.00 | \$200.00 |
| Youth Soccer | \$23.00 | \$28.00 | \$2,800.00 |
| Youth Basketball | \$25.00 | \$28.00 | \$3,500.00 |
| T-ball | \$25.00 | \$30.00 | \$600.00 |
| Softball | \$28.00 | \$35.00 | \$2,100.00 |
| Sponsors | varies | | \$2,000.00 |
| Adult Fitness | varies | | \$1,900.00 |
| Toddler Programs | \$10.00 | \$10.00 | \$250.00 |
| Kids Night Out | \$10.00 | \$10.00 | \$200.00 |
| Voice Class | \$15.00 | \$15.00 | \$150.00 |
| | | | \$93,125.00 |

| FY 2011 BUDGET DETAIL | | | | | | |
|--|------------|--|-----------|--------------|-----------------|-----------------|
| DEPARTMENT: | | Recreation - Revolving | | | | |
| FUND: | | 002 | | | | |
| ACCOUNT NUMBER: | | 01400 | | 00120 | | |
| ACCOUNT NAME: | | Part Time | | | | |
| | | | | | | FY 2013 |
| Description | Quantity | \$ Per Unit | Hrs/Wk/Yr | Extension | FY 2013 | Administrator |
| | # of Weeks | | or Salary | | Request | Recommended |
| Waterfront - Swim Lessons | | | | | | |
| Lifeguard w/ WSI | 8 | \$10.55 | 160 | | \$1,688 | \$1,688 |
| Lifeguard w/ WSI | 8 | \$10.25 | 120 | | \$1,230 | \$1,230 |
| Tennis Lessons | | | | | | |
| Tennis Instructor | 8 | \$10.55 | 160 | | \$1,688 | \$1,688 |
| HC Counselors | | | | | | |
| Counselor | 9 | \$9.75 | 35 | | \$3,071 | \$3,071 |
| Counselor | 8 | \$9.35 | 25 | | \$1,870 | \$1,870 |
| Counselor | 8 | \$9.35 | 25 | | \$1,870 | \$1,870 |
| Counselor | 8 | \$9.00 | 22 | | \$1,584 | \$1,584 |
| Counselor | 8 | \$9.00 | 22 | | \$1,584 | \$1,584 |
| Counselor | 8 | \$9.00 | 22 | | \$1,584 | \$1,584 |
| Counselor | 8 | \$8.75 | 22 | | \$1,540 | \$1,540 |
| Totals | | | | | \$17,709 | \$17,709 |
| FUND: 002 | | | | | | |
| ACCOUNT NUMBER: | | 01400 | | 00300 | | |
| ACCOUNT NAME: | | Professional & Technical Services | | | | |
| | | | | | | FY 2013 |
| Description | Quantity | \$ Per Unit | | Extension | FY 2013 | Administrator |
| | | | | | Request | Recommended |
| Transportation | | | | | | |
| These are projected trips based on former year's trips and are subject to change | | | | | | |
| Bus costs estimated based on former trips and bus company verbal estimation | | | | | | |
| Seniors | | | | | | |
| Salem Peabody Museum | 1 | \$1,300.00 | | | \$1,300 | \$1,300 |
| Flower Show | 1 | \$1,500.00 | | | \$1,500 | \$1,500 |
| Cabbage Island | 1 | \$1,400.00 | | | \$1,400 | \$1,400 |
| Week's Estate | 1 | \$1,000.00 | | | \$1,000 | \$1,000 |
| OAR Trips | 12 | \$1,000.00 | | | \$1,000 | \$1,000 |
| King Arthur/St. Gaudens | 1 | \$1,150.00 | | | \$1,150 | \$1,150 |
| Fuller Gardens | 1 | \$1,000.00 | | | \$1,000 | \$1,000 |
| Indian Museum | 1 | \$1,000.00 | | | \$1,000 | \$1,000 |
| Yankee Candle | 1 | \$1,200.00 | | | \$1,200 | \$1,200 |

| | | | | | | |
|------------------------------|---|------------|--|---------------|-----------------|-----------------|
| Family Trips | | | | | | |
| Monarchs - Verizon | 1 | \$1,000.00 | | \$1,000 | \$1,000 | |
| Globetrotters - Verizon | 1 | \$1,000.00 | | \$1,000 | \$1,000 | |
| Capital Ctr. For Arts | 1 | \$850.00 | | \$850 | \$850 | |
| Verizon | 1 | \$1,000.00 | | \$1,000 | \$1,000 | |
| Teens Year Round | | | | | | |
| Morbid Mt. - Gilford NH | 1 | \$250.00 | | \$250 | \$250 | |
| Skiing Trip | 1 | \$750.00 | | \$750 | \$750 | |
| Gunstock Tubing trip | 1 | \$250.00 | | \$250 | \$250 | |
| Skating | 1 | \$250.00 | | \$250 | \$250 | |
| Movies | 2 | \$250.00 | | \$500 | \$500 | |
| Happy Campers | | | | | | |
| Squam Lakes Science Ctr. | 1 | \$275.00 | | \$275 | \$275 | |
| Clark's Trading Post | 1 | \$350.00 | | \$350 | \$350 | |
| Hike and Ice Cream - Gilford | 1 | \$200.00 | | \$200 | \$200 | |
| Polar Caves | 1 | \$275.00 | | \$275 | \$275 | |
| Conway Fun Meet | 1 | \$300.00 | | \$300 | \$300 | |
| Meredith - Theater | 1 | \$200.00 | | \$200 | \$200 | |
| Storyland | 1 | \$375.00 | | \$375 | \$375 | |
| Conway Scenic Railway | 1 | \$275.00 | | \$275 | \$275 | |
| Teens | | | | | | |
| Strategy Zone Goshen x 2 | 2 | \$460.00 | | \$920 | \$920 | |
| Mel's Funway Park | 1 | \$326.00 | | \$326 | \$326 | |
| White Mountain AMC Hut | 1 | \$300.00 | | \$300 | \$300 | |
| Mt. Major | 1 | \$225.00 | | \$225 | \$225 | |
| Water Country Portsmouth | 1 | \$575.00 | | \$575 | \$575 | |
| Rattlesnake | 1 | \$245.00 | | \$245 | \$245 | |
| Kayaking/Hiking Overnight | 1 | \$300.00 | | \$300 | \$300 | |
| The Forks Maine Overnight | 1 | \$900.00 | | \$900 | \$900 | |
| Steeplegate/Fisher Cats | 1 | \$500.00 | | \$500 | \$500 | |
| Cranmore Mt | 1 | \$375.00 | | \$375 | \$375 | |
| Lincoln Whales Tale | 1 | \$375.00 | | \$375 | \$375 | |
| Owl Brook Holderness | 1 | \$225.00 | | \$225 | \$225 | |
| Gunstock | 1 | \$250.00 | | \$250 | \$250 | |
| Mt. Israel | 1 | \$215.00 | | \$215 | \$215 | |
| Smitty's | 1 | \$275.00 | | \$275 | \$275 | |
| Canobie Lake Park | 1 | \$575.00 | | \$575 | \$575 | |
| Funtown | 1 | \$460.00 | | \$460 | \$460 | |
| RECKing Crew | | | | | | |
| Funtown | 1 | \$460.00 | | \$460 | \$460 | |
| Hilltop Fun Ctr. | 1 | \$350.00 | | \$350 | \$350 | |
| Whales Tale | 1 | \$375.00 | | \$375 | \$375 | |
| Smitty's | 1 | \$275.00 | | \$275 | \$275 | |
| Kennett HS | 1 | \$315.00 | | \$315 | \$315 | |
| Fisher Cats Stadium | 1 | \$425.00 | | \$425 | \$425 | |
| Bristol | 1 | \$375.00 | | \$375 | \$375 | |
| Competition Complex | 1 | \$400.00 | | \$400 | \$400 | |
| PSU | 1 | \$180.00 | | \$180 | \$180 | |
| | | | | Totals | \$28,846 | \$28,846 |

| | | | | | |
|-----------------------------|--------------------------|--------------------|----------------------------|------------------------|----------------------------------|
| FUND: | 002 | | | | |
| ACCOUNT NUMBER: | 01400 | 00400 | | | |
| ACCOUNT NAME: | Property Services | | | | |
| | | | | | FY 2013 |
| Description | Quantity | \$ Per Unit | Extension | FY 2013 Request | Administrator Recommended |
| Youth Sports | | | | | |
| Balls | | | | | |
| soccer | 3 sets | \$105.00 | | \$315 | \$315 |
| basketball | 2 | \$50.00 | | \$100 | \$100 |
| softballs | 4 doz | \$42.00 | | \$168 | \$168 |
| incrediballs | 2 doz. | \$24.00 | | \$48 | \$48 |
| Batting Tees | 4 | \$30.00 | | \$120 | \$120 |
| Bases | 1 set | \$220.00 | | \$220 | \$220 |
| Goals/Nets | 1 set | \$55.00 | | \$55 | \$55 |
| Skillastics | 1 | \$270.00 | | \$270 | \$270 |
| Safety Equipment | 240 | \$1.00 | | \$240 | \$240 |
| Floor Tape | 2 | \$5.00 | | \$10 | \$10 |
| Equipment bags | 1 set | \$80.00 | | \$80 | \$80 |
| Scorebooks | 12 | \$5.00 | | \$60 | \$60 |
| Clipboards whistles etc. | 12 ea | 3.50/7.00 | | \$126 | \$126 |
| Swimming/Tennis Etc. | | | | | |
| Tennis Balls | 2 cases | \$110.00 | | \$220 | \$220 |
| Quick start Equip | 1 set | \$165.00 | | \$165 | \$165 |
| Adult Sports | | | | | |
| Adult softballs | 24 doz. | \$56.00 | | \$1,344 | \$1,344 |
| Scorebooks/Extended Plates | misc. | \$400.00 | | \$400 | \$400 |
| PB nets | 2 | \$170.00 | | \$340 | \$340 |
| PB Paddles | 8 | \$26.00 | | \$208 | \$208 |
| PB Balls | 2 sets | \$32.00 | | \$64 | \$64 |
| | | | Totals | \$4,553 | \$4,553 |
| FUND: | 002 | | | | |
| ACCOUNT NUMBER: | 01400 | 00500 | | | |
| ACCOUNT NAME: | Other Services | | | | |
| | | | | | FY 2013 |
| Description | Quantity | \$ Per Unit | Extension | FY 2013 Request | Administrator Recommended |
| Uniforms | | | | | |
| Tourney/Special Events | 36 | \$9.00 | | \$324 | \$324 |
| Summer Shirts | 4 prog | \$3,715.00 | | \$3,715 | \$3,715 |
| Soccer & Volleyball | 140 | \$10.00 | | \$1,400 | \$1,400 |
| Basketball uniforms | 145 | \$10.00 | | \$1,450 | \$1,450 |
| Coaches/Officials | 60 | \$8.00 | | \$480 | \$480 |
| Softball & t-ball full unis | 75 | \$25.00 | | \$1,875 | \$1,875 |
| | | | Lump Sum Disallowed | | |
| | | | Totals | \$9,244 | \$9,244 |

| | | | | | | |
|----------------------------------|-----------------|--------------------|------------------|------------------------|----------------------------------|----------------|
| FUND: | 002 | | | | | |
| ACCOUNT NUMBER: | 01400 | 00600 | | | | |
| ACCOUNT NAME: | Supplies | | | | | |
| | | | | | | FY 2013 |
| Description | Quantity | \$ Per Unit | Extension | FY 2013 Request | Administrator Recommended | |
| Summer Program Supplies | | | | | | |
| Arts and Crafts | misc | \$550.00 | | \$550 | \$550 | |
| CW Workshop | 10 | \$25.00 | | \$250 | \$250 | |
| Prizes | misc | \$150.00 | | \$150 | \$150 | |
| Games/Supplies | misc | \$800.00 | | \$800 | \$800 | |
| Foam Day | 1 case | \$150.00 | | \$150 | \$150 | |
| Special Events | | | | | | |
| Tennis Tourney Prizes | 16 | \$20.00 | | \$320 | \$320 | |
| Kids Night Out | 2 @ \$50.00 | \$100.00 | | \$100 | \$100 | |
| Winter Solstice/Skating Party | misc | \$75.00 | | \$75 | \$75 | |
| Halloween Party | misc | \$400.00 | | \$400 | \$400 | |
| Youth Sport's Nights | 2 | \$100.00 | | \$200 | \$200 | |
| Father Daughter Dance | 1 | \$825.00 | | \$825 | \$825 | |
| DJ | 1 | \$250.00 | | | | |
| Dinner | misc | \$500.00 | | | | |
| Decorations/pictures | misc | \$75.00 | | | | |
| Storyteller | 1 | \$450.00 | | \$450 | \$450 | |
| Instruction | | | | | | |
| Skating | 4 | \$25.00 | | \$100 | \$100 | |
| Writing Workshops | 2 | \$100.00 | | \$200 | \$200 | |
| Swimming/Beaches | | | | | | |
| American Red Cross | 1 | \$350.00 | | \$350 | \$350 | |
| Senior and Adult Programs | | | | | | |
| Yoga instruction | 4 | \$700.00 | | \$2,800 | \$2,800 | |
| Entry Fees - trips | misc | \$6,700.00 | | \$6,700 | \$6,700 | |
| OAR Program | misc | \$75.00 | | \$75 | \$75 | |
| Voice Class | 1 | \$90.00 | | \$90 | \$90 | |
| Writing Program - materials | misc. | \$100.00 | | \$100 | \$100 | |
| Field Trip Entry Fees | | | | | | |
| Families, Adults Youth Yr. Rou | misc | \$6,200.00 | | \$6,200 | \$6,200 | |
| Entry Fees - Teens Summer | misc | \$9,975.00 | | \$9,975 | \$9,975 | |
| Entry Fees - HC Summer | misc | \$3,335.00 | | \$3,335 | \$3,335 | |
| Entry Fees - RC Summer | misc | \$6,820.00 | | \$6,820 | \$6,820 | |
| Drama Programs | | | | | | |
| Children's Stage Adventures | 1 | \$2,700.00 | | \$2,700 | \$2,700 | |
| Reimbursements | | | | | | |
| Program Reimbursements | misc | \$600.00 | | \$600 | \$600 | |
| Trophies/Awards | | | | | | |
| Traveling Plaques | 4 | \$5.00 | | \$20 | \$20 | |
| Basketball | 100 | \$1.25 | | \$125 | \$125 | |
| Adult Softball | 1 | \$5.00 | | \$5 | \$5 | |
| Sportsmanship/Brown Award | 4 @ \$10.00 | \$40.00 | | \$40 | \$40 | |
| Adult Softball | | | | | | |
| Field Rental - Prescott | 1 | \$810.00 | | \$810 | \$810 | |

MOULTONBOROUGH RECREATION TRIPS 2012

| January Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total | Gr Bus Cost | Sub total | # Staff | Salary/hourly | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
|---------------|---|----------------|-------------|------------|------------------|--|-------------|-----------|---------|---|--------|------------|-----------------|------------------|--|
| | Total for January: | | | | | | | | | | | | | CANCELLED \$0.00 | |
| February Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly</td> <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | TEEN Tubing/Swim | | | | | | | | | | | | | Totals | |
| | Total for February: | | | | | | | | | | | | | | |
| March Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> </td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | 3/16/11 Boston Flower Show | 24 | \$48.00 | \$1,152.00 | \$16.00 | \$400.00 | \$1,475.00 | -\$739.00 | 2 | | 11.5 | \$136.16 | 24.46 | -\$99.62 | |
| | Total for March: | 24 | | \$1,152.00 | | \$400.00 | \$1,475.00 | | | | | | Add. Staff Exp | -\$899.62 | |
| April Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> </td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | none | | | | | | | | | | | | | Totals | |
| | Total for April: | | | | | | | | | | | | Add. Staff Exp | \$0.00 | |
| May Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> </td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | none | | | | | | | | | | | | | Totals | |
| | Total for May: | | | | | | | | | | | | Add. Staff Exp | \$0.00 | |
| June Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> </td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | 6/6/12 Fells Estate & Lake Sunapee Cruise | 27 | \$69.00 | \$1,863.00 | \$36.00 | \$1,044.00 | \$900.00 | \$519.00 | 2 | 1 sal/1hrly | 10.5 | \$160.44 | \$0.00 | \$358.56 | |
| | 6/25/12 Mel's Funway Park Litchfield | 22 | \$29.00 | \$638.00 | \$20.00 | \$480.00 | \$326.02 | -\$168.00 | 2 | hourly | 14 | \$165.60 | \$0.00 | -\$333.60 | |
| | 6/28/12 See Science Center Manchester | 46 | \$18.00 | \$799.00 | \$9.00 | \$414.00 | \$410.71 | -\$91.71 | 8 | hourly | 52 | \$453.51 | \$0.00 | -\$545.22 | |
| | 6/29/12 Gunstock Mt. Gifford | 24 | \$49.00 | \$1,176.00 | \$42.00 | \$1,092.00 | \$247.28 | -\$169.28 | 2 | hourly | 14 | \$135.80 | \$0.00 | -\$299.08 | |
| | 6/29/12 Hilltop Fun Center Somersworth | 55 | \$25.00 | \$1,375.00 | \$11.00 | \$726.00 | \$412.20 | \$237.00 | 10 | 1 sal/9 hrly | 69.75 | \$617.83 | \$0.00 | -\$380.83 | |
| | Total for June: | 174 | | \$5,851.00 | | \$3,756.00 | \$1,696.21 | -\$333.01 | | | 160.25 | \$1,533.18 | \$0.00 | -\$1,200.17 | |
| | Moultonborough Recreation Trips 2012 | | | | | | | | | | | | | | |
| July Date | Trip | # Participants | Fee Charged | Revenue | Entry fee/person | Entry Fee Total <td>Gr Bus Cost</td> <td>Sub total</td> <td># Staff</td> <td>Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> </td> | Gr Bus Cost | Sub total | # Staff | Salary/hourly <td>Hours</td> <td>Staff Exp.</td> <td>Add. Staff Exp.</td> <td>Totals</td> | Hours | Staff Exp. | Add. Staff Exp. | Totals | |
| | 7/2/2012 Squam Lakes Association Holderness | 9 | \$50.00 | \$450.00 | \$35.00 | \$425.00 | \$299.80 | -\$274.80 | 3 | hourly | 39 | \$475.70 | \$0.00 | -\$750.50 | |
| | 7/5/2012 Loon Mt. Lincoln | 34 | \$18.00 | \$594.00 | \$9.00 | \$360.00 | \$316.54 | -\$82.54 | 2 | hourly | 58.50 | \$558.09 | \$0.00 | -\$82.54 | |
| | 7/6/2012 Owl Brook Archery Holderness | 15 | \$12.00 | \$180.00 | \$0.00 | \$0.00 | \$220.54 | -\$40.54 | 2 | hourly | 12.00 | \$121.25 | \$0.00 | -\$161.79 | |
| | 7/6/2012 Whales Tale Lincoln | 51 | \$25.00 | \$1,225.00 | \$17.00 | \$1,054.00 | \$341.11 | -\$170.11 | 10 | 1 sal/9 hrly | 69.75 | \$621.82 | \$0.00 | -\$791.93 | |
| | 7/9/2012 Mt. Israel Hike Sandwich | 9 | \$12.00 | \$108.00 | \$0.00 | \$0.00 | \$215.45 | -\$107.45 | 2 | hourly | 12 | \$138.75 | \$0.00 | -\$246.20 | |
| | 7/11/2012 Whales Tale Lincoln | 21 | \$37.00 | \$777.00 | \$22.00 | \$484.00 | \$372.77 | -\$79.77 | 3 | hourly | 24 | \$256.95 | \$0.00 | -\$336.72 | |
| | 7/12/2012 Conway Scenic Railway Conway | 43 | \$12.00 | \$516.00 | \$7.50 | \$367.50 | \$268.88 | -\$120.38 | 8 | hourly | 48.00 | \$455.65 | \$0.00 | -\$576.03 | |
| | 7/12/2012 Space Center Complex Hooksett | 17 | \$29.00 | \$493.00 | \$18.63 | \$354.00 | \$445.86 | -\$306.86 | 2 | hourly | 16 | \$180.15 | \$0.00 | -\$487.01 | |
| | 7/13/2012 Smity's Cinema Tilton | 42 | \$20.00 | \$840.00 | \$19.95+ | \$748.90 | \$247.05 | -\$155.95 | 10 | hourly | 50 | \$400.00 | \$0.00 | -\$555.95 | |
| | 7/16/2012 Smity's Cinema Tilton | 18 | \$25.00 | \$450.00 | \$15.16 | \$303.20 | \$271.79 | -\$124.99 | 2 | hourly | 12.50 | \$131.65 | \$0.00 | -\$256.44 | |
| | 7/17/2012 Mt. Major W. Alton/Sawyers Gifford | 8 | \$10.00 | \$80.00 | \$0.00 | \$0.00 | \$217.05 | -\$137.05 | 2 | hourly | 10.00 | \$97.00 | \$0.00 | -\$110.05 | |
| | 7/18/2012 Cranmore Mt. Conway | 24 | \$49.00 | \$1,176.00 | \$45.00 | \$1,161.00 | \$366.77 | -\$351.77 | 2 | hourly | 16 | \$145.50 | \$0.00 | -\$497.27 | |
| | 7/19/2012 Clarks Trading Post Lincoln | 43 | \$25.00 | \$1,075.00 | \$17.00 | \$833.00 | \$350.20 | -\$108.20 | 8 | hourly | 60 | \$46.50 | \$0.00 | -\$654.70 | |
| | 7/20/2012 Cabbage Island Ciambakes Boothbay ME | 35 | \$79.00 | \$2,765.00 | \$82.40 | \$2,184.00 | \$1,390.00 | -\$809.00 | 2 | sal/eried | 24 | \$0.00 | \$0.00 | -\$809.00 | |
| | 7/20/2012 Sleepgater/Fisher Cats Concord/Manchester | 19 | \$20.00 | \$400.00 | \$7.00 | \$84.00 | \$484.77 | \$168.77 | 2 | hourly | 16.00 | \$160.40 | \$0.00 | -\$329.17 | |
| | 7/20/2012 Fisher Cats Manchester | 37 | \$5.00 | \$185.00 | \$1.00 | \$37.00 | \$294.37 | -\$146.37 | 7 | hourly | 45.50 | \$451.15 | \$0.00 | -\$597.52 | |
| | 7/25/2012 Kennett HS Conway | 36 | \$5.00 | \$180.00 | \$1.00 | \$36.00 | \$312.37 | -\$168.37 | 10 | 1 sal/9 hrly | 58.50 | \$572.25 | \$0.00 | -\$740.62 | |
| | 7/27/2012 Competition Complex Canaan | 40 | \$14.00 | \$560.00 | \$8.00 | \$408.00 | \$381.11 | -\$229.11 | 10 | 1 sal/9 hrly | 72.5 | \$614.13 | \$0.00 | -\$843.24 | |

Had to contract with different bus co. at last minute - & \$750.00 owed to us by 1st bus company

Moultonborough Recreation Trips 2011

| January Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|---------------------------|---------------------|----------------|-------------|---------|-----------|----------|---------|------------|-------|---------------|---------------|
| 1/26/11 | TEEN Roller Skating | 2 | | | | | | | | | CANCELLED |
| Total for January: | | 2 | | | | | | | | | \$0.00 |

| February Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # H Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|----------------------------|------------------|----------------|----------------|-----------------|-----------------|-----------------|-----------|------------|-------|-----------------|------------------|
| 2/23/11 | TEEN Tubing/Swim | 14 | \$30.00 | \$420.00 | \$21.00 | \$245.25 | 2 | 14.63 | 9 | \$131.67 | |
| Total for February: | | 14 | \$30.00 | \$420.00 | \$294.00 | \$245.25 | | | | \$131.67 | -\$250.92 |

| March Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|-------------------------|-----------------------|----------------|----------------|-------------------|-------------------|-------------------|---------|------------|-------|----------------|------------------|
| 3/16/11 | Boston Flower Show | 36 | \$35.00 | \$1,260.00 | \$432.00 | \$850.00 | 1 | 0 | 11 | \$0.00 | -\$22.00 |
| 3/19/11 | Harlem Globe Trotters | 39 | \$35.00 | \$1,365.00 | \$975.00 | \$750.00 | 2 | 14.63 | 5.5 | \$80.47 | -\$440.47 |
| Total for March: | | 75 | \$70.00 | \$2,625.00 | \$1,407.00 | \$1,600.00 | | | | \$80.47 | -\$462.47 |

| April Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|-------------------------|-----------------------|----------------|-------------|---------|-----------|----------|---------|------------|-------|---------------|---------------|
| 4/2/11 | Sunday River Ski Trip | 17 | | | | | | | | | CANCELLED |
| Total for April: | | 17 | | | | | | | | | \$0.00 |

| May Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|-----------------------|------|----------------|-------------|---------|-----------|----------|---------|------------|-------|---------------|---------------|
| | none | | | | | | | | | | \$0.00 |
| Total for May: | | | | | | | | | | | \$0.00 |

| June Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|------------------------|-------------------------------------|----------------|-----------------|-------------------|-------------------|-------------------|---------|-----------------|--------------|---------------|--------------------|
| 6/1/11 | King Arthur Flour & Saint Gaudens | 38 | \$45.00 | \$1,710.00 | \$945.61 | \$950.00 | 1 | 0 | 10 | \$0.00 | -\$185.61 |
| 6/28/11 | Dayona Fun Park in Weir's Beach, NH | 15 | \$30.00 | \$450.00 | \$375.00 | \$145.13 | 2 | \$93.81 | 4.75 | \$19.75 | -\$163.94 |
| 6/29/11 | Mt. Major in Alton, NH and Sawyers | 16 | \$8.00 | \$128.00 | \$0.00 | \$233.77 | 2 | \$118.50 | 6 | \$19.75 | -\$214.27 |
| 6/30/11 | Gunstock Mountain in Gilford, NH | 16 | \$35.00 | \$560.00 | \$340.00 | \$239.95 | 2 | \$148.13 | 7.5 | \$19.75 | -\$168.08 |
| 6/30/11 | Polar Caves in Plymouth, NH | 47 | \$15.00 | \$705.00 | \$412.50 | \$246.09 | 10 | \$429.30 | 6 | \$71.55 | -\$382.89 |
| Total for June: | | 132 | \$133.00 | \$3,553.00 | \$2,073.11 | \$1,804.94 | | \$789.74 | 34.25 | | -\$1,114.79 |

Moultonborough Recreation Trips 2011

| July Date | Trip | # Participants | Fee Charged | Revenue | Entry Fee | Bus Cost | # Staff | Staff Exp. | Hours | Salary/hourly | Totals |
|-----------|-------------------------|---------------------------------------|-------------|---------|------------|------------|---------|------------|-------|---------------|-------------|
| 1 | Friday, July 01, 2011 | Whales Tale Waterpark in Lincoln, NH | 58 | \$25.00 | \$1,450.00 | \$1,309.00 | 13 | \$789.57 | 7.75 | \$101.88 | -\$979.29 |
| 2 | Tuesday, July 05, 2011 | Whales Tale Waterpark in Lincoln, NH | 21 | \$27.00 | \$567.00 | \$357.00 | 3 | \$258.75 | 9.00 | \$28.75 | -\$399.33 |
| 3 | Thursday, July 07, 2011 | Cranmore Mountain in North Conway, NH | 25 | \$35.00 | \$875.00 | \$480.00 | 3 | \$249.38 | 8.75 | \$28.50 | -\$200.19 |
| 4 | Thursday, July 07, 2011 | Whales Tale Waterpark in Lincoln, NH | 49 | \$25.00 | \$1,225.00 | \$782.00 | 10 | \$583.99 | 7.25 | \$80.55 | -\$454.62 |
| 5 | Friday, July 08, 2011 | Hilltop Fun Center in Somersworth, NH | 65 | \$25.00 | \$1,625.00 | \$1,155.00 | 12 | \$673.38 | 7.25 | \$92.88 | -\$994.50 |
| 6 | 7/11-12/2011 | AMC Hut Trip | 9 | \$75.00 | \$675.00 | \$99.44 | 3 | \$376.35 | 19.50 | \$19.30 | -\$1,065.83 |
| 7 | Thursday, July 14, 2011 | Rye Airfield & North Hampton | 12 | \$25.00 | \$300.00 | \$180.00 | 3 | \$287.50 | 10 | \$28.75 | -\$751.95 |
| 8 | Thursday, July 14, 2011 | Squam Lakes Science Center | 42 | \$12.00 | \$504.00 | \$308.00 | 10 | \$393.53 | 5.5 | \$71.55 | -\$368.07 |
| 9 | Friday, July 15, 2011 | Gunstock Mountain | 35 | \$25.00 | \$875.00 | \$525.00 | 11 | \$449.94 | 5.75 | \$78.25 | -\$304.94 |
| 10 | Tuesday, July 19, 2011 | Hilltop Fun Center | 31 | \$25.00 | \$775.00 | \$487.50 | 3 | \$197.50 | 10 | \$19.75 | -\$361.18 |
| 11 | Thursday, July 21, 2011 | Gunstock Aerial Mountain | 14 | \$45.00 | \$630.00 | \$608.00 | 2 | \$148.13 | 7.5 | \$19.75 | -\$406.08 |

| | 2013 | | 2013 | |
|-----------------------------|-------------------------|---------------------|-------------------------|--|
| Acct. Sub/Acct. | 001 (Tax) | 002 (Rev. Fund) | 2013 (Combined) | |
| Personnel Services Salaries | undetermined | n/a | undetermined | |
| Seasonal | \$65,635.00 | \$17,709.00 | \$83,344.00 | |
| Overtime | \$1,008.00 | n/a | \$1,008.00 | |
| Pro. Tech. Services | \$23,093.00 | \$28,846.00 | \$51,939.00 | |
| Prop. Services | \$3,437.90 | \$4,553.00 | \$7,990.90 | |
| Supplies | \$19,305.00 | \$46,365.00 | \$65,670.00 | |
| Other Services | \$6,025.00 | \$9,244.00 | \$15,269.00 | |
| Other Charges & Expenses | \$7,697.50 | \$660.00 | \$8,357.50 | |
| Other Services - Red Hill | \$500.00 | \$0.00 | \$500.00 | |
| | \$126,701.40 | \$107,377.00 | \$234,078.40 | |
| | Doesn't include ft sal. | | Doesn't include ft sal. | |

Moultonborough Recreation Department

Memo Re: Recreation Revolving Fund

From: Donna Kuethe, Recreation Director

This is year two of the five year phase-in plan of moving variable expenses to the Recreation Revolving Fund while maintaining or closing the \$15,500.00 gap.

For FY 2013 the plan is to fund \$107,377.00 of variable Recreation Dept. expenses through the Recreation Revolving fund, while increasing projected revenues to \$93,000.00, therefore closing the gap to \$14,377.00. By comparison in FY 2012 we moved \$95,682.00 to RRF while anticipating \$80,000.00 in revenue.

To accomplish this, all non-supervisory staff from one summer “camp” program (Happy Campers) has been moved to the RRF. In addition, all staff expenses incurred while performing work related to activities moved to the Recreation Revolving Fund i.e. meals while on senior trips, have been moved to the RRF.

We propose increasing our revenues through increases in our user fees. This proposal continues to have minor to moderate increases so as not to negatively affect our patrons. We continue to operate with the philosophy that public recreation be affordable to the tax-payers.

MOULTONBOROUGH RECREATION DEPT.

MEMO: Re: States Landing Study

FROM: Donna Kuethe, Recreation Director

A proposal put forth by R.W. Gillespie, Engineering to help to determine the feasibility of improving the negative conditions affecting the swimming area at States Landing was included in the 2007 Recreation Dept. Strategic Plan. Since then I have brought that proposal forward as part of the budget process. It has not made it to the final budget package and yet has remained on the radar screen.

In working with the TA on clarifying questions concerning the scope of the original proposal, I contacted R.W. Gillespie for an updated quote and to answer those areas needing clarification. I discovered that Robert Gillespie has retired and after filling in his replacement, Eric Wiberg, on what we were looking for, I was notified that the firm of R.W. Gillespie would not be able to help us with our project. Mr. Wiberg did provide me with several engineering firms with a focus on projects such as ours and that may be better suited to assist us. I am currently in the process of trying to secure figures and scope of services for the 2013 budget process.

The future of this Recreation area remains a priority for the Recreation Dept. The quality of the swimming area is only a portion of the issue. We have three general items to consider. One, of course, is the future of the swimming area. That is the main issue. If we could return the swimming area to its former glory, how much would that cost and how long before conditions that caused the problems resurface?

The next issue is that States Landing has a popular boat launch that needs attention.

In addition, there are several acres of valuable land that could be utilized as more of a park and passive recreation area. Even if it is not cost effective to correct the swim area issues, would we be better served to allow non-motorized access i.e. canoe and kayak in the area that is now designated as a swim area and to create a more appealing park?

On a personal note, my heart is very much at States Landing. My first job in Moultonborough was the swimming instructor there. It was a large swimming area with docks and a raft and many families who frequented it daily. It is so sad to see it now with its postage stamp size swimming area and largely deserted except for a few die-hards in the neighborhood. I do hear from them on a regular basis and they express their frustration that more is not – and has not been done – to that very valuable piece of property.

The future of States Landing was addressed in the Recreation Strategic Plan submitted in 2007. Unfortunately, like so much else that had been included in that plan, the “hot potato” issue of the community center took center stage and all other project planning fell victim. This, really needs to be addressed, studied and a plan in place for the future of this facility.

I look forward to moving this to the fore front of the Recreation Dept.’s future improvements.

Thank you.

MEMORANDUM – MOULTONBOROUGH RECREATION

TO: Carter Terenzini
FROM: Donna Kuethe, Recreation Director
RE: Daily Drop in Program
DATE: 10/24/12
CC: N/A

Brief History – In 2003 the Recreation Dept., with the Board of Selectmen’s blessings, took over the former Police Station – attached to what was then the Recreation Dept., with the plans to turn it into a small community center. The plans for a daily drop-in program for youth ages 10 and up, were a part of the plan from the beginning. The need for such a program and facility was expressed through several parent-teen forums and anti-drug and alcohol meetings. One forum occurred in the fall of 2003 and involved parents and youth. During the forum the group was divided into smaller brain-storming groups. Each of the small groups identified having a safe place for youth to go after-school as a main issue. According to information provided by the After School Alliance, youth are most likely to experiment with drugs and alcohol, commit a crime, have a sexual encounter, cause or be involved in a car accident between the hours of 3 and 6 PM. Many law enforcement agencies designate this weekday time frame as the “danger zone” for youth.

The renovation from a police station to a community center was accomplished utilizing volunteer labor – and 2 recreation staff. Many of the volunteers were parents of youth who would participate in the program and the youth themselves. No tax dollars were used to initially create the community center. Except for the recreation staff – it was all accomplished with volunteers, fundraising and donations.

The Community Center opened on Oct. 31, 2003 – with an open house. The drop-in program began shortly thereafter.

Program – The program is “drop-in” by design. The program is well supervised. Youth need to be registered for the program with liability waivers, emergency contact numbers etc. The activities are a combination of staff and youth planned and are loosely structured, by design. There is a mission statement for the program, goals, objectives and expectations. See attached. The program coincides with other activities and programs we offer to this age group – i.e. teen and family trips, special events and parties.

A Youth Advisory Board initially helped to plan all programs and activities, establish the guidelines and rules for participants etc. The YAB will be re-instated this year.

The Program operates 4 days a week for 30 weeks (maximum), from 2:30 PM until 5:30 PM. We originally stayed open until 6:00 PM but found that few youth remained after 5:30 PM so we adjusted our hours accordingly.

Although we have referred to this program in the past as an “After school” program, that is only to signify the time of day that it occurs – it is a recreation program, with supervised recreation activities similar to all other programs we offer.

Numbers – The registered number of participants are as follows –

2003 – (Approximately) 25 – 30 (Only open for a couple of months – October – December and do not have registration numbers).

2004 - 114

04-05 – 120

05-06 – 43 (this number is low for this year – we have conflicting reports that have the number between 40-100 – for purposes of this report I have relied on the lower number)

06-07 – 75

07-08 – 80

08-09 – 45

09-10 – 49

10- 11 – 37

11-12 – 28 as of 10/24/12 – this number will increase during the year.

These are registered participants – over 600 - and do not include the special events such as coffee houses and parties, offered through this program, that attracted additional youth in this age group. Adding those to the figures significantly increases the numbers. Additionally – all youth are given a “free pass” for their first visit – they can come try it out, before they register, and we do allow participants to bring a guest for a one-time visit.

Due to staffing issues within the department – the department did not operate at full strength from June 2010 until April 2012. The effect was that the program operated sporadically at times which has had an effect on the numbers.

In addition, the program has morphed to a more middle school focus than it did when we first opened. We attract youth mostly in grades 5-9. We originally had more high school aged youth than we do now.

Staffing – The program is supervised by the Program Coordinator and a part time employee. The Program Coordinator is not exclusively working for the drop-in program, she continues to do other recreation dept. work during the hours the center is open for the Drop-In Program.

Financial Impact – Staffing costs approximately \$3,474.00 per year. (This does not include the Program Coordinator’s hours). Supplies and equipment are an additional \$314.00/yr. for a total of 3,788.00/yr. If we approximate the time that the Program Coordinator devotes exclusively to this program that would be an additional \$2,500.00 – for a total cost of \$6,288.00. Our average participation since opening in 2003 is 62 youth. Using those figures it is approximately \$100.00/youth. We do recognize that our recent numbers have been under that. Our goal is to increase the numbers over the next year. Using a more recent number the avg. cost is approximately \$135.00/youth.

Benefits – Like many of our programs the benefits are intangible. How do you measure what didn't happen because youth are engaged in a program under the supervision of caring adults and mentors?

Future – Our goals are to increase the participation numbers in the program – especially attracting more girls to the program; continue to offer a quality programs; meet our goals, objectives and operate it under our mission statement.

This program has been a non-revenue producing program and as such has remained in the taxation part of the Recreation Dept. budget. We would entertain establishing a modest fee for the program beginning in the fall of 2013 and moving it to the Revolving Fund in 2014.

Mission Statement:

The MRD Afternoon Drop-In Program seeks to enhance the community and enrich the lives of the youth in the town of Moultonborough by providing a safe, supportive, and structured environment to support their overall health and well-being.

All participants are held to a high level of expectations relative to behavior and respect for themselves, others and the facility.

Goals:

1. Provide a healthy, safe environment
2. Promote high expectations for **ALL** participants
3. Encourage consistent and positive relationships with adults and peers
4. Support healthy behavior and physical well-being
5. Promote respect and appreciation
6. Support and enhance youth leadership development
7. Strengthen young people's academic skills
8. Aid in the exploration of interests and the development of skills and creativity
9. Allow and encourage creative free-play
10. Embrace Moultonborough's Community Charter

How we are going to meet these goals:

1. Hiring great staff members who are positive role models which provide well-kept facilities.
2. Have participants fill out a form which states the rules and expectations of the Afternoon Drop-In Program and have them adhere to it.
3. All of our staff members are very positive and treat the participants with respect which sets a standard for the participants to follow in their footsteps.
4. We promote healthy behavior by providing healthy snacks and drinks while also keeping the kids engaged in games and activities.
5. Teaching the kids respect and appreciation through group activities and everyday conversations will help them with character development.
6. By having a wide range of participants (grades 5th through 12th), there is a chance for the older participants to take more of a leadership role towards the younger participants and teach them how to become a good role-model.
7. Our program allows our participants to finish or get extra help on homework in a quiet room where they can concentrate.
8. We have multiple activities that spark the interest of a diverse group of participants which leads to development of skills, creativity, and adaptation.
9. By letting the participants engage in creative free-play, it gives them options on what activity they would like take part on any given day.
10. We have the participants embrace the Moultonborough Community Charter which has 5 main focal points: Respect, Responsibility, Integrity, Compassion, and Moral Courage.

Objective:

The Afterschool Drop-In Program provides an opportunity for children of the Moultonborough community to have a positive experience and a safe environment to unwind after a school day.

- ❖ Our participants will develop good health and nutrition habits through snack and health supervision.
- ❖ Our participants will grow emotionally by participating in recreation activities with their peers and recreation leaders.
- ❖ Our students will build on physical fitness through organized movement activities.

Acronyms/Abbreviations/Programs – Rec. Dept.

NHRPA – New Hampshire Recreation and Park Association

NRPA – National Recreation and Park Association

NEPA – New England Parks Association

CCRD – Carroll County Recreation Departments

USTA – United State Tennis Association

NNERPC – Northern New England Recreation and Park Conference

WSI – Water Safety Instructor (certified swim instructors)

OAR – Operation Active Recreation (Moultonborough program for active adults 55+)

CATCH – Comprehensive Approach To Childhood Health (National anti-obesity program)

CC – Community Center

HC – Happy Campers

RC – RECKing Crew

TA – Teen Adventure

CPR – Cardio Pulmonary Resuscitation

PG – Playground

BG – Background Checks

LGC – Local Government Center

AMC – Appalachian Mt. Club

Hershey Track and Field – Youth Track and Field Program (state, regional and national sponsored by Hershey Foods) – this is a non-revenue producing.

Winter Bingo – Program where children are encouraged to participate in outdoor activities, track them and earn prizes – non-revenue producer – we give prizes.