

# Town of Derry, NH

## Department Mission and Objectives Fiscal Year 2010

DEPARTMENT: PUBLIC WORKS      ACTIVITY CENTER: Bldg & Grounds, Trees

### DEPARTMENT MISSION:

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

### DEPARTMENT OBJECTIVES:

1. Address issues that are found during the building audits.
2. To provide a safe and clean environment for all town employees and citizens in all Town facilities.
3. Continue training employees to control the cost and use of outside contractors in the general maintenance field, H.V.A.C., and other skilled trades.
4. Provide cost-effective services that meet the essential requirements of our customer.
5. Remove dead and diseased trees that are within the Town's right of way that cause an imminent danger to the public.
6. Continue the renovations at the Veteran's Hall.
7. Complete caulking of the Adams Memorial Building to prevent drafts as well as water intrusion and decay.
8. Continue reviewing and adjusting the energy management systems to reduce the energy consumption in Town buildings.

**Town of Derry, NH  
FY 2010 Budget  
Activity Center Summary By Category**

80		Department: PUBLIC WORKS DEPT					Activity Center : BUILDING & GROUNDS				
Acct #	Account Description	FY 2007 Revised Budget	FY 2008 Revised Budget	FY 2009 Revised Budget	2009 Projected Actual	2010 Department Recommended	2010 Town Admin Recommended	2010 Town Council Adopted			
<b>Personnel Services</b>											
110	BG PERMANENT POSITIONS	235,378	243,347	249,686	245,656	261,616	261,616	261,616			
120	BG TEMPORARY POSITIONS	4,680	0	0	15,111	7,686	7,686	7,686			
140	BG OVERTIME	14,000	14,000	14,000	15,000	14,000	14,000	13,000			
190	BG OTHER COMPENSATION	7,715	16,455	24,427	24,427	24,615	24,615	24,615			
200	BG EMPLOYEE BENEFITS	117,053	114,002	95,195	89,182	106,664	106,664	106,486			
291	BG TRAINING & CONFERENCES	1,000	1,000	1,000	1,000	1,000	1,000	1,000			
292	BG UNIFORMS	4,285	4,464	4,464	4,464	4,360	4,360	4,360			
<b>TOTAL Personnel Services</b>		<b>384,111</b>	<b>393,268</b>	<b>388,772</b>	<b>394,840</b>	<b>419,941</b>	<b>419,941</b>	<b>418,763</b>			
<b>Operations &amp; Maintenance</b>											
310	BG ARCHITECTS/ENGINEERING SVS	50,000	0	0	0	0	0	0			
341	BG TELEPHONE	2,256	2,470	3,344	3,428	3,350	3,350	3,350			
342	BG INFO TECH SERVICES	0	0	960	1,030	960	960	960			
360	BG CUSTODIAL SERVICES	0	0	0	500	0	0	0			
390	BG OTHER PROFESSIONAL SVS	0	0	0	363	0	0	0			
410	BG ELECTRICITY	82,737	70,740	76,458	75,435	92,760	92,760	76,458			
411	BG HVAC	33,262	36,499	38,632	34,000	35,858	35,858	35,858			
412	BG WATER	5,765	4,132	6,286	6,146	4,638	4,638	4,638			
413	BG SEWER	5,229	3,705	6,760	6,760	4,851	4,851	4,851			
430	BG CONTRACTED REPAIR & MAINT	49,488	73,843	53,263	57,120	54,850	54,850	54,850			
440	BG RENTALS & LEASES	30	30	30	30	30	30	30			

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Acct #	Account Description	FY 2007 Revised Budget	FY 2008 Revised Budget	FY 2009 Revised Budget	2009 Projected Actual	2010 Department Recommended	2010 Town Admin Recommended	2010 Town Council Adopted	
490	BG OTHER PURCHASED PROF SVS	23,000	23,000	13,000	10,500	13,000	13,000	13,000	
550	BG PRINTING	0	0	0	100	0	0	0	
560	BG DUES & SUBSCRIPTIONS	0	0	0	10	0	0	0	
610	BG SUPPLIES-GENERAL	10,336	9,500	9,500	3,800	6,000	6,000	6,000	
620	BG SUPPLIES-OFFICE	0	0	0	50	100	100	100	
630	BG MAINT & REPAIR SUPPLIES	12,750	12,250	14,450	17,600	15,450	15,450	15,450	
635	BG GASOLINE	1,845	822	1,200	700	388	388	388	
636	BG DIESEL FUEL	1,590	956	1,320	4,000	2,650	2,650	2,650	
640	BG SUPPLIES-CUSTODIAL&HOUSEKEP	18,700	17,700	17,700	16,500	17,200	17,200	17,200	
650	BG SUPPLIES-GROUNDSKEEPING	1,624	1,624	1,624	1,174	1,624	1,624	1,624	
690	BG OTHER NON CAPITAL	7,254	0	0	0	0	0	0	
	<b>TOTAL Operations &amp; Maintenance Capital Outlay</b>	<b>305,866</b>	<b>257,271</b>	<b>244,527</b>	<b>239,246</b>	<b>253,709</b>	<b>253,709</b>	<b>237,407</b>	
720	BG BUILDINGS	0	20,000	150,000	135,000	80,000	80,000	45,000	
740	BG MACHINERY & EQUIPMENT	0	0	0	0	0	0	20,000	
	<b>TOTAL Capital Outlay</b>	<b>0</b>	<b>20,000</b>	<b>150,000</b>	<b>135,000</b>	<b>80,000</b>	<b>80,000</b>	<b>65,000</b>	
	<b>Transfers</b>								
930	BG TFR TO CAPITAL PROJECT FUND	45,000	180,000	0	0	0	0	0	
	<b>TOTAL Transfers</b>	<b>45,000</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Debt Service</b>								
990	B&G OTHER FINANCIAL USES	0	0	7,500	7,500	0	0	0	
	<b>TOTAL Debt Service</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>734,977</b>	<b>850,539</b>	<b>790,799</b>	<b>776,586</b>	<b>753,650</b>	<b>753,650</b>	<b>721,170</b>	

PROJECTION: 2010 2010 BUDGET

FOR PERIOD 99

ACCOUNTS FOR:  
GOV GENERAL FUND

	2008 ACTUAL	2009 ORIG BUD	2009 REVISED BUD	2009 ACTUAL	2009 PROJECTION	2010 Adopted	PCT CHANGE
ST NH REVENUE	-5,967.50	.00	.00	.00	.00	.00	.0%
OTH GOV REVENUE	-85.94	.00	.00	.00	.00	.00	.0%
SERVICE REVENUE	.00	.00	.00	.00	.00	.00	.0%
MISC REVENUE	-87,092.71	-71,209.00	-71,209.00	-92,062.16	-75,909.00	-94,209.00	32.3%
INTERFUND TFR IN	-100,000.00	.00	.00	-225.00	.00	-55,000.00	.0%
OTH FINANCING SOURCE BUILDING & GROUNDS	-193,146.15	-71,209.00	-71,209.00	-92,287.16	-75,909.00	-149,209.00	109.15%