



# 2017 TOWN MEETING VOTERS GUIDE

TOWN OF ALLENSTOWN-

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## 2017 TOWN MEETING

The annual town and school district meeting involves two sessions. The Deliberative Session which will be held on **Saturday, February 4th at 9 AM** at the Allenstown Community Center, 8 Whitten St. in Allenstown and the Voting Session which will be held on **Tuesday, March 14th from 8 AM to 7 PM** at the St. John the Baptist Parish Hall located at 10 School St. in Allenstown. All registered voters are eligible to participate in the process.

Voters will be deciding on the annual budgets of the Town, School District and Sewer Dept..

Voters will also make decisions as to what amendments or additions will be made to the zoning ordinances for the Town.

The annual Town and School District warrants will be posted on the website along with detailed budget documents to assist voters in their decision making process.

Voters will also be deciding upon petition warrant articles submitted by voters as well as non-monetary or policy articles submitted by the Board of Selectmen and School Board respectively.

This guide is intended to provide information to voters in regards to the process and matters under consideration before the Town Meeting. The Town website is the primary source of updated information in regards to the budget and Town Meeting. See the main page at [www.allenstownnh.gov](http://www.allenstownnh.gov).

## 2017 PROPOSED TOWN BUDGET

The proposed Town operating budget for 2017 represents an increase in spending of 1%. This is in line with the Board of Selectmen's budget management plan to minimize the impact on the tax rate. The goal is to keep spending as close to the increase in the Consumer Price Index (CPI) as possible. In order to achieve this goal going forward difficult decisions will need to be made which will impact services. The Board would like to thank all of the department heads, board chairpersons and members of the budget committee in working with us to achieve this goal.

The impact on the tax rate will be determined by the change in the assessed valuation, revenues, tax credits & exemptions as well as overlay. Estimating the change in these items is just that, an estimate which is estimated conservatively. These factors are likely to change between now and the time the tax rate is set in October/November of 2017

TOWN OF ALLENSTOWN

**PUBLIC HEARING  
ON THE BUDGETS  
JANUARY 14TH**

**DELIBERATIVE  
SESSION OF  
TOWN MEETING  
FEBRUARY 4TH**

**VOTING DAY OF  
TOWN MEETING  
MARCH 14TH**

**WHERE?  
COMMUNITY CENTER & PARISH  
HALL**

## HOW DO I PARTICIPATE IN THE PROCESS

**First** you must be registered to vote. **How Do I Register To Vote?**

- 1) You may apply to your town clerk's office. You will be required to fill out a standard voter registration form.
- 2) You may also register with your community's Supervisors of the Checklist. By law, the supervisors are required to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call the clerk's office for the date and time of such meeting.
- 3) Qualified individuals may register to vote at the polling place on Election Day at all elections.

No matter when or where you register to vote, you will be required to fill out a standard voter registration form, and you will be asked to show proof of identity, age, citizenship, and domicile. These qualifications may be established by signing affidavit(s).

Further questions may be answered at [SOS.NH.GOV](http://SOS.NH.GOV) or by contacting your local Town Clerk, Kathleen Pelissier at 485-4276 ext.116 [kpelissier@allentownnh.gov](mailto:kpelissier@allentownnh.gov)

**Second**, you may attend the Deliberative Session of Town Meeting. All of the warrant articles will be open for discussion (except zoning & building code ordinance changes). The moderator will recognize voters who may speak on the articles. Voters may ask questions, make statements and/or make motions to amend the warrant articles.

**Third**, The NH Legislature has placed limitations on amending warrant articles. Voters may amend some warrant articles however they cannot change the underlying purpose of the warrant article. For example voters change the dollar amount of a warrant article to purchase a building, however they cannot change its purpose to purchase a vehicle. Voters cannot change the default budget amounts in operating budgets. Some articles require specific language which cannot be modified.

Warrant articles cannot be removed from consideration at the Deliberative Session. Warrant articles which are amended will reflect the changes made at the Deliberative Session and will be on the ballot for the Voting Session of Town Meeting in March. Warrant articles can be amended by a simple majority vote at the Deliberative Session.

At the Voting Session of Town Meeting in March voters can come to the polls anytime between 8 AM and 7 PM to vote on the articles as amended from the Deliberative Session. Voters cannot make any changes to the articles at this session. Voters only have the option to vote YES to be in favor of an article or NO to be opposed to an article.

The votes are tallied by computer and reported the same day as the polls are open. Most articles require a simple majority for passage. Some articles have special requirements such as bond articles and changing the purpose of a capital reserve fund. These articles require a supermajority for passage. They require a 3/5 majority or 60% to pass.

If the voters fail to pass the operating budget articles (Town, Sewer and School) the respective default budgets become the operating budget for that entity.

**WARRANT ARTICLES-ELECTED OFFICES****ARTICLE 1**

To choose all necessary Town Officers for the ensuing year as follows:

Town Treasurer, for a term of one (1) year;  
Select Board Member, for a term of three (3) years;  
Sewer Commissioner, for a term of three (3) years;  
Trustee of Trust Funds, for a term of three (3) years;  
Library Trustee, for a term of two (2) years;  
Library Trustee, for a term of three (3) years;  
Trustee of Cemeteries Fund, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Budget Committee Member, for a term of three (3) years;  
Supervisor of the Checklist, for a term of six (3) years;  
Town Clerk/Tax Collector, for a term of three (3) years;

*Candidates for the various municipal offices must declare their candidacy with the Town Clerk between January 25th and February 3rd (Town Hall open from 3 PM to 5 PM on 2/3). Interested residents may contact the Town Administrator to learn more about the duties and responsibilities of the various positions. These positions will be voted on at the Voting Session of Town Meeting on March 14th, 2017.*

## WARRANT ARTICLES-ZONING

*The zoning warrant articles will appear on the ballot in March as they are written here. These articles cannot be amended at the deliberative session.*

### ARTICLE 2

Are you in favor of the adoption of Amendment No. 1 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows (complete text available at Town Hall or on the Town's website):

To amend Article 2, Definitions, by adding by adding the following definitions: Accessory Structure; Adjacent; Alternative Energy Systems; Air Pollution Control Act; Bog; Buffer, Wetland, Building Height; Building-Integrated Photovoltaic (BIPV) Systems (also known as "solar energy system"); Collective Solar; Common Area; Common Facilities; Flush-Mounted Solar Panel; Freestanding or Ground-Mounted Solar Energy Systems; Homeowners Association; Hydric Soils; Meteorological tower (met tower); Modification (in regards to small wind systems); Municipality; Net Metering; Open Space; Power Grid; Prime Wetlands; Qualified Solar Installer; Rooftop or Building Mounted Solar System; Shadow Flicker (small wind systems); Small-Scale Solar; Small Wind Energy System; Solar Access; Solar Collector; Solar Easement; Solar Energy Equipment/System; Solar Panel; Solar Storage Battery; Solar-Thermal Systems; System Height (for small wind systems); Tower (small wind systems); Tower Height (small wind systems); Vernal Pool; Wetland; and, Wind Generator (small wind systems).

To amend Article 2, Definitions, by revising the following definitions: redefine "Accessory Dwelling Unit" by providing an abbreviation, "ADU"; redefine "Development," by deleting the current definition and revising to state that "development" includes any human-made change to improved or unimproved real estate; redefine "Structure" to removed existing definition and state that it is anything that is constructed or erected requiring a location on the ground and excluding swimming pools, fences, and walls used as fences; redefine "Surface Waters" as "Surface Waters of the State" and redefine the term in accordance with NH RSA 485-A:2.XIV.

To amend Article 2, Definitions, by deleting the definition "Outdoor Flea Markets."

*Recommended by the Planning Board*

***EXPLANATION- The purpose of this article is to update certain definitions and add new ones. Updated definitions seek to clarify the words "development" and "structure," clarify the abbreviation of "accessory dwelling unit" as "ADU," and to clarify that "surface waters" are "surface waters of the state" in accordance with RSA 485-A:2.XIV. The term "outdoor flea market" is also deleted. Most new definitions are associated with the proposed Alternative Energy Ordinance. Some additional definitions pertain to wetlands. Lastly, other miscellaneous definitions are added such as "accessory structure" and "adjacent."***

## WARRANT ARTICLES-ZONING

### ARTICLE 3

Are you in favor of the adoption of Amendment No. 2 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article V, Establishment of Zones, Section 503, by referencing the official zoning map of the Town of Allenstown and by whom it was prepared.

To amend Article VI, Open Space and Farming, Section 601 by adding to the list of permitted uses "Accessory Small-Scale Solar", "Accessory Small-Scale Wind" and "Cluster Housing" in accordance to Supplemental Regulation Section 1125.

To amend Article VI, Open Space and Farming, Section 602 by removing "Senior Housing" from the list of uses permitted by Special Exception.

To amend Article VI, Open Space and Farming, Section 602 by removing Section n, "Cluster Housing," from the list of uses permitted with a Special Exception and establish a new Supplemental Regulation, Article XI, Section 1125 for "Cluster Housing" in its place. The new Section 1125 will specify that cluster housing is permitted in the in the OSF, the R1 and R2 on land not located in the Suncook Infill Development District by right; establish certain overall density requirements; establish certain housing type requirements; establish certain parent tract size, dimensional, and setback requirements; establish certain size, dimensional, and setback requirements for the individual home lots; specify the specific uses permitted in the open space; specify the quality and makeup of open space; specify certain requirements for a homeowner or condominium association for the management of open space; and, specify the disposition and management of open space and common areas.

To amend Article VII, Residential Zone, Section 701 by removing "Senior Housing" from the list of permitted uses and adding "Accessory Small-Scale Solar" and "Cluster Housing".

To amend Article VII, Residential Zone, Section 701 by adding "Accessory Small-Scale Wind" and "Cluster Housing" as a use permitted by right and to refer to the Supplemental Regulation Section 1125.

To amend Article VIII, Business Zone, Section 801, by adding "Accessory Small-Scale Solar" to the list of permitted uses.

## WARRANT ARTICLES-ZONING

### ARTICLE 3 (continued)

To amend Article IX, Industrial Zone, Section 901, by adding “Accessory Small-Scale Solar” to the list of permitted uses.

To amend Article XXIII, Suncook Infill Development District, by removing “Senior Housing” from the list of permitted uses in the district and replacing with the term “Reserved.”

*Recommended by the Planning Board*

*EXPLANATION-The standards for a cluster development are only listed in the OSF. By moving these to a stand-alone article it will provide some clarity in applying the standards to clusters outside of the OSF which is currently lacking.*

*The article will also remove “senior housing” from the list of uses in all zoning districts. The reason for this is that the densities commonly associated with senior housing can be found in the cluster ordinance and a separate housing ordinance would be somewhat redundant. Secondly, these densities, along with a mix of uses and services, can also be found in the Suncook Overlay District for developments downtown. By removing the term from the list of uses it will rely on existing regulatory mechanisms (clusters and downtown development standards) to meet the senior housing need without creating a need for a new zoning article that would be very similar to existing ordinances. Removing the term from the list of uses would eliminate confusion.*

### ARTICLE 4

Are you in favor of the adoption of Amendment No.3 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XI, Supplemental Regulations, Section 1111 pertaining to Signs, by repealing the current language and replacing it with the following: a new ordinance that specifies the intent of the ordinance (primarily safety, property value protection, and aesthetic appeal of Allenstown); specifies construction requirements; specifies dimensions of signs per zoning district; specifies the number of signs permitted per zoning district; specifies the number of signs and dimensions permitted for a home occupation;

Specifies that a permit is needed from the Code Enforcement Officer or Building Inspector; specifies the Sign Permit Application process and appeals process; Specifies Sign Permit Fee as \$35; provides a table depicting certain sign specifications by district; provides a list of certain signs prohibited in all zoning districts; provides certain requirements for illuminated signs; provides standards for public safety; provides

## WARRANT ARTICLES-ZONING

### ARTICLE 4 (Continued)

provisions for street signs and street numbers;

Provides provisions for certain signs not requiring a permit, including: grandfathered, government signs, street numbering, required warning signs, temporary signs; provides provisions for temporary signs; provides maintenance and replacing provisions of all signs; provides certain requirements for flags; provides guidance for “sandwich signs;”

And, provides definitions including: A-Frame/Sandwich Board Sign, Animated or Moving sign, Awning sign, Changeable Copy Sign, Complex, Directional Sign, Double-Faced Sign, Electronic Reader Board, Freestanding Sign, Government Sign, Grandfathered/Non-conforming Sign, Height of Sign, Historic Plaque, Illuminated Sign, Portable Sign, Projecting Sign, Roof Line, Roof Sign, Seasonal Agricultural Sign, Sign, Temporary Sign, Unit, Wall Sign, and Window Sign.

*Recommended by the Planning Board*

***EXPLANATION– Article 4 will update Allenstown’s current sign ordinance in accordance with recent US Supreme Court findings. It will also update standards, provide signage-specific definitions, and provide more opportunity for signage in certain commercial situations.***

### ARTICLE 5

Are you in favor of the adoption of Amendment No.4 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XI, Supplemental Regulations, by creating a new Accessory Dwelling Unit Section 1124 in accordance with NH RSA 674:72, as amended. This new Section shall specify that an Accessory Dwelling Unit (ADU) is permitted on any lot containing a single family home and that it must be attached to the home; that the Planning Board is authorized to issue a Conditional Use Permit if the applicant can demonstrate that certain requirements have been met including: not more than one ADU per lot, must be an independent living unit, must have an interior door between the ADU and principal structure, there must be adequate water and sewer disposal, the ADU maintains the look and feel of the single family home, the owner of the property must occupy either the single family home or ADU, and, that the ADU must not exceed one half of the total floor area of the single family dwelling if it is over 775 square feet; and, specify certain application material requirements and fees associated with submitting a Conditional Use Permit application.

*Recommended by the Planning Board*

**WARRANT ARTICLES-ZONING**

*EXPLANATION- The purpose of this article is to create a new Accessory Dwelling Unit ordinance in compliance with the recently adopted NH RSA 674:72.*

**ARTICLE 6**

Are you in favor of the adoption of Amendment No. 5 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XVII, Presite Built Housing and Manufactured Housing, Section 1703.h.1 by specifying that all home sites shall be at least 10,000 square feet in size.

To amend Article XVII, Presite Built Housing and Manufactured Housing, Section 1703.h.2 by specifying that each home site shall maintain a fifteen foot setback from the front and rear site line.

*Recommended by the Planning Board*

*EXPLANATION- The purpose of this article is to establish a uniform size for home sites within a manufactured housing parks (10,000 square feet) and a 15-foot setback off the front and back property line.*

**ARTICLE 7**

Are you in favor of the adoption of Amendment No. 6 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XXII, Agricultural Conservation District, Section 2201.C by specifying the boundaries of the district are those depicted on the Official Zoning Map of the Town of Allenstown, dated March 14, 2017.

To adopt a new Official Zoning Map of the Town of Allenstown, dated March 14, 2017 as prepared by the Central New Hampshire Regional Planning Commission and entitled: Official Zoning Map of the Town of Allenstown, NH March 14, 2017.

*Recommended by the Planning Board*

**WARRANT ARTICLES-ZONING****ARTICLE 7 (Continued)**

*EXPLANATION– This article will trim the boundaries of the Agricultural Conservation Overlay District from areas that are located in the Commercial, Business, and Commercial/Light Industrial Zones. It will do so through the creation of a new Official Zoning Map. The overlay district currently includes much of the Open Space and Farming Zone (OSF) and small portions of the Commercial, Business, and Commercial/Light Industrial Zones. By trimming the overlay down to just the portions of the OSF in which it is currently located, it will continue to protect the prime agricultural soils that are undeveloped while maximizing the opportunity for commercial development in the other zones.*

**ARTICLE 8**

Are you in favor of the adoption of Amendment No. 7 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XXV, Permanent (Post-Construction) Stormwater Management Ordinance, Section III by adding text to specify that single family homes and duplexes that are on individual lots and not part of a larger development that requires a Stormwater Management Permit are exempt from the Article.

To amend Article XXV, Permanent (Post-Construction) Stormwater Management Ordinance, Section IV by adding text to specify that the provisions of the Stormwater Management Plan section are required components for new development, as applicable.

*Recommended by the Planning Board*

*EXPLANATION-The purpose of Article 8 is to clearly specify that a single home (single family or duplex) on a single lot will be exempt from the requirements of Article XXV, Permanent (post-Construction) Stormwater Management Ordinance. It will also clearly specify that the Stormwater Management Plan Section is required for new development, as applicable. The stormwater provisions are designed for larger developments such as large subdivisions with roads, commercial site plans, and apartment developments and are excessive for an existing homeowner. This article seeks to specify the division between the single home or duplex and the more intensive developments with regard to Article XXV.*

## WARRANT ARTICLES-ZONING

### ARTICLE 9

Are you in favor of the adoption of Amendment No.8 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Article XXVI, Adult Business Ordinance, by amending Section VIII.B.a to indicate that all set-back requirements must be met.

To amend Article XXV, Permanent (Post-Construction) Stormwater Management Ordinance, Section III, by adding Section C which exempts single family and duplex homes on individual lots and not part of a larger development requiring a Stormwater Management Permit from the Ordinance.

To amend Article XXV, Permanent (Post-Construction) Stormwater Management Ordinance, Section IV, by adding the words “[o]ther required components for new development, as applicable, include.”

*Recommended by the Planning Board*

***EXPLANATION– This article seeks to clarify that all setbacks listed in the Adult Business Ordinance (Article XXVI) have to be met.***

### ARTICLE 10

Are you in favor of the adoption of Amendment No.9 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To establish a new Article XXVIII pertaining to Alternative Energy under the provisions of NH RSA 674:21 for the purpose of accommodating demands for alternative energy systems and implementing the Allenstown Master Plan, with certain provisions for Small Wind Systems and Small solar systems, including:

Small Wind Systems: a conditional use permit shall be required by the building inspector; specifying certain application materials including a plan showing location and design of the system with setbacks and property features, system design specifications, evidence of compliance with various governmental entities, abutter information, power grid connection information (as applicable), sound analysis, and regional notification provisions in accordance with NH RSA 674:66; specification of certain standards for

## WARRANT ARTICLES-ZONING

### ARTICLE 10 (Continued)

compliance in order for the permit to be issue by the Building Inspector include: setbacks, zoning district permissibility (small wind systems are permitted by right in the Open Space and Farming Zone only), wind system design (approved designer, height, sound, appearance, shadow flicker, code compliance Federal Aviation Administration specifications), visual impacts, mitigation of impact to abutters, utility connection, access, and clearance of vegetation.

Small Wind Systems: all small-scale solar systems must be installed in accordance with all applicable codes, regulations, and standards; systems for the benefit of those on site but “net metering/net billing” is not prohibited; permitting shall follow State Building Code, as applicable; small-scale solar is permitted in all districts in Allenstown; a building permit shall be required for all roof-top and building-mounted installations; height limitations in the Zoning Ordinance are not applicable to roof systems; ground-mounted systems shall adhere to all setbacks, may not exceed twenty feet of height at maximum tilt, shall be reasonably screened and minimize view blockage; and shall require a building permit; Solar-thermal systems shall require a building permit; Solar Systems shall only be permitted if they are deemed safe by the Building Inspector given certain factors (Building and Life Safety Code compliance, weight load, wind resistance, ingress/egress during emergency; pre-operation safety verification including: inspection by Building Inspector and electrical inspector/agency as appropriate prior to operation, utility inspection as applicable, system in good working order, Fire/Life Safety code standard compliance for roof and building-mounted collectors, storage batteries in a secure container; removal required after 12 months of inoperability.

Certain provisions shall apply to both Small-Scale Solar and Small Wind Systems, including: any aggrieved person may seek relief from the Zoning Board of Adjustment in accordance with NH RSA 674:66, as amended; the abandonment of any system shall result in the removal of the system after 12 months of inoperability, and, the building inspector shall enjoy certain enforcement actions to ensure the removal of the system within twelve months of inoperability.

*Recommended by the Planning Board*

***EXPLANATION– This article seeks to create an ordinance that allows for, and provides standards to install small-scale, private solar panels throughout town. It also allows for, and provides standards to install small-scale, private wind systems on larger properties in the Open Space and Farming Zone (OSF).***

### ARTICLE 11

Are you in favor of the adoption of Amendment No.10 by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

## WARRANT ARTICLES-ZONING

### ARTICLE 11 (Continued)

To authorize certain formatting and editing provisions throughout the Allenstown Zoning Ordinance including: page number consistency, table of contents corrections, to update and ensure proper citation to relevant New Hampshire RSAs, to ensure accuracy throughout the Zoning Ordinance, to revise Article numbers based on overall changes to the ordinance, and to update the list of Zoning Ordinance Change Dates as applicable.

*Recommended by the Planning Board*

*EXPLANATION– This final article authorizes formatting, editing, and “cleanup” changes that will need to be done following Town Meeting based on what ordinances are approved. Changes include page numbers, table of contents, proper reference to NH RSAs, adjusting Article numbers and section numbers, and lastly, to update the list of dates for zoning ordinance changes*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**

*The following warrant articles will be discussed at the Deliberative Session of Town Meeting. Some of these articles can be amended within the limits provided by law.*

**ARTICLE 12 Suncook Pond Wastewater Pump Station Project**

To see if the Town will vote to raise and appropriate the sum of \$1,616,000 (gross budget) for the purpose of financing the costs of engineering and construction of the Suncook Pond Wastewater Pump Station; to authorize the issuance of not more than \$1,616,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Selectboard to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectboard to apply for a Clean Water State Revolving Fund (CWSRF) loan; to authorize the Selectboard to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectboard to take any other action or to pass any other vote relative thereto. Without impairing the general obligation nature of the bonds or notes, it is intended that repayment of the bonds or notes, including any CWSRF loan, shall be paid by sewer funds.

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION**– *Presently, almost half of the wastewater generated in Allentown is conveyed to Pembroke via a sewer line beneath the Suncook River next to Suncook Pond Estates. The wastewater from Allentown flows through a portion of Pembroke’s sewer system then flows back across the Suncook River into Allentown via another pipeline that connects to Allentown’s sewer system on Canal Street adjacent to where Reynolds Avenue intersects Canal Street. There are several problems with the current arrangement.*



*Figure 1: Metering station where Allentown flow crosses the Suncook River to Pembroke.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**

*EXPLANATION CONTINUED– First, wastewater flow from Allentown is using capacity within Pembroke’s sewer system that would otherwise be available to Pembroke. Second, in order to track wastewater flows for billing purposes and flow reporting, the wastewater flow must be metered where it leaves Allentown and crosses into Pembroke and then again where the flow crosses from Pembroke back into Allentown. The wastewater flow from Pembroke has to be calculated, both for reporting and for billing, by calculating the difference in flows at the two metering stations. The wastewater flow is then metered a third time as it enters the wastewater treatment facility. The third problem is that the pipe crossings beneath the river are suspected of being sources of significant groundwater infiltration into the sewer system based on the age, condition and location of the pipes. Infiltration is non-wastewater flow, such as groundwater, that enters sewers pipes through cracks, leaking joints and other structural defects in the pipe. Extraneous water from significant infiltration unnecessarily uses up valuable capacity within the sewer system and the wastewater treatment plant that should be used only for wastewater flow and causes additional expense to the Town for treatment at the wastewater treatment plant and for operation and maintenance of the sewer system.*

**THE PROJECT**

*Construction of the Suncook Pond Wastewater Pump Station would intercept the wastewater from Allentown before it crosses the Suncook River into Pembroke and pump the wastewater to another location within Allentown’s own sewer system via Library Street. Construction of this project would remove Allentown’s wastewater from Pembroke’s sewer system which would keep Allentown’s sewer system more independent of Pembroke’s sewer system and greatly simplify flow measurement and billing for wastewater service. It would restore wastewater flow capacity within Pembroke’s sewer system that is being used by Allentown. It would also eliminate the need to meter (measure) wastewater flows at two different locations and would reduce the amount of extraneous groundwater entering the sewer system and using up valuable wastewater capacity in the system.*

*The warrant article is to authorize and appropriate a sum of \$1.616 million to fund the total cost of the new wastewater pump station. This cost includes final design (engineering), permitting, approvals, construction of the new pump station, construction phase engineering services and acquisition of easements for the new pump station and associated pipelines. The project would be funded by a loan through the State Revolving Fund (SRF) loan program administered by the New Hampshire Department of Environmental Services (NHDES) or a loan through the municipal bond bank depending upon which option offers the most favorable financing terms. Repayment of the loan will be made using accumulated sewer funds.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 13 Sewer Asset Management Project**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town will vote to raise and appropriate the sum of \$30,000 (gross budget) to defray the cost of planning relative to public facilities through the previously established Asset Management Plan development project for Town of Allenstown Wastewater Collection and Treatment System: and,

to authorize the issuance of not more than thirty thousand dollars (\$30,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Selectboard to issue and negotiate such bonds or notes and to determine the conditions and the rate of interest thereon; and,

to further authorize the Selectboard to offset a portion of said appropriation by applying for, Clean Water State Revolving Funds (CWSRF), it being understood that repayment of the loan funds will include up to 100% principal forgiveness in the amount up to \$30,000.

A condition of the approval of this article being repayment of any remaining loan balance to be paid by the sewer funds: and, further, that the Allenstown Sewer Commission shall pay any outstanding remaining balance and applicable interest in the full from said sewer funds on or before the date that the first payment of the loan related to the CWSRF funding is due: and,

to authorize the Selectmen and Sewer Commissioners to take all other action necessary to carry out and complete this project. (3/5 ballot vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION– All wastewater, water and stormwater systems are made up of “assets”. These include buried assets, such as pipes, and assets that are visible, such as the wastewater treatment facility. The “assets” are the physical components of the system. For the wastewater system, these physical components include sewer pipes, manholes, valves, tanks, pumps, buildings, mechanical equipment, treatment facilities and other components that make up the wastewater system. The assets (physical components) that are part of the wastewater system generally lose value over time as these components age and deteriorate. Once consequence of this aging and deterioration is that it can become more difficult to provide the type and level of service that customers expect.**

## WARRANT ARTICLES-BUDGET, SPECIAL, ETC...

*EXPLANATION CONTINUED– Also, the costs of operation and maintenance tend to increase over time as the system ages. If the operation and maintenance costs become excessive the Town or operator of the utility may be faced with excessive costs that it can no longer afford.*

*There is an approach to managing wastewater, water and stormwater assets that help the operators of the system make better, well-informed decisions on managing aging assets. This approach is called asset management. Proper asset management allows the operators of the system to maintain the expected or desired level of service to customers and, at the same time, control operation and maintenance costs so that the system remains affordable. The goal of asset management is to meet the required level of service in the most cost-effective way through creation, acquisition, operation, maintenance, replacement, and disposal of assets to provide for present and future customers.*

*There are several good reasons for implementing asset management, including:*

- (1) These assets (infrastructure) represent a major investment of public money, so the assets need to be managed so as to maximize the life of the assets in a cost-effective manner;*
- (2) Well managed infrastructure is critical to maintaining the level of service expected by customers;*
- (3) Proper operation and maintenance of a utility is essential to protect public health and safety;*
- (4) Utility assets provide an essential customer service (collection, treatment, and disposal of wastewater for example);*
- (5) Asset management promotes efficiency and innovation in the operation and maintenance of the system.*

*Implementation of an asset management program for the wastewater system will help to ensure the long-term sustainability of the wastewater system and its ability to continue to deliver the required level of service for its customers.*

### THE PROJECT

*A warrant article was approved by Allentown voters last year to enable the first phase of the asset management program for the wastewater system to be developed. That work has been ongoing. The components of the asset management system include: asset inventory, asset condition, level of service, critical assets, life-cycle costing, long-term funding strategy. There are various elements that go into each of these components that must be developed as part of the overall wastewater asset management program.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...**

*EXPLANATION CONTINUED– The warrant article is to authorize and appropriate a sum of \$30,000 to fund the development of the next phase of the asset management program for the wastewater system. The project would be funded by a loan through the State Revolving Fund (SRF) loan program administered by the New Hampshire Department of Environmental Services (NHDES). The notable feature of this funding is that currently the NHDES is offering payment of 100% of the loan principal – in essence a 100% grant for the project. The NHDES is doing this as an enticement for communities to develop asset management programs for wastewater. Thus, there will be no cost to sewer users or tax payers for this project under this warrant article.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 14           Town Operating Budget**

Shall the Town of Allenstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$3,924,683** Should this article be defeated, the default budget shall be **\$3,953,626**, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated tax impact is approximately \$0.11 cents per thousand dollars of assessed value.

NOTE: This warrant article (operating budget) does not include appropriations in ANY other warrant article.

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

***EXPLANATION- This article represents the proposed operating budget of the Town minus the Sewer Dept. The amount proposed for 2017 represents a 1% increase in spending from the 2016 approved budget. A more detailed explanation of the budget can be found on the MS 737 form as well as the department level budget explanations which have been placed on the web-site.***

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 15 Sewer Operating Budget**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** Shall the Town of Allenstown raise and appropriate as an operating budget for the Allenstown Sewer Commission, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$2,192,252**. Should this article be defeated, the default budget shall be **\$2,219,419**, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

NOTE: This warrant article (operating budget) does not include appropriations in ANY other warrant article.

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION-** A “yes” vote would accept the Sewer Commission’s proposed budget of \$2,192,252, for the 2017 calendar year. This would be an increase of 3.1% (\$65,285) from 2016. The sewer budget is funded through sewer rents and does not affect the tax rate. Should this vote fail the Sewer Department’s default operating budget would be \$2,219,419, for the 2017 calendar year. This would be an increase of 4.3% (\$92,452)

**ARTICLE 16 Fire Safety Equipment Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$10,000** to be added to the Fire Safety Equipment Capital Reserve Fund previously established. This sum to come from the unassigned fund balance. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

**EXPLANATION-** This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Fire Department will have to replace the Self Contained Breathing Apparatus (SCBA) as the equipment will expire in 2020. This is the breathing mask, air hoses, air tank and rack the fire fighter’s use when they enter a burning building. The estimated cost to replace these units is \$250,000. The capital reserve fund has a balance of \$114,366 as of 11/30/2016. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 17                    Library Capital Reserve Fund**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) (Majority vote required) To see if the Town of Allenstown will vote to establish a Library Capital Reserve Fund under the provisions of RSA 35:1 for construction and repairs of the Library and to raise and appropriate the sum of **\$10,221** to be placed in this fund. This sum to come from the unassigned fund balance. Further, to name the Library Trustees as agents to carry out the objects for which this fund was established and expend from such fund.

(Majority Vote Required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to create a capital reserve fund for the construction and repairs of the Library. The Library does not have a capital reserve fund to address construction and maintenance issues. This article proposes to transfer the sum of \$10,221 from the unassigned fund balance to this capital reserve fund. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate. This amount represents the same amount as the surplus from the Library budget at the end of 2015. This article would name the Library Trustees as the agents to expend from this fund.*

**ARTICLE 18                    Highway Garage Capital Reserve Fund**

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$10,000** to be added to the Highway Garage Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required.)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Dept. facility consists of garage and office space. The facility must adhere to environmental and other regulations which apply to highway operations. As well, the condition of the facility is such that it is no longer functional, even with significant maintenance measures. The factors, taken together, suggest that the Highway Department facility should be replaced. The Town is studying the available options to replace the existing facilities. The capital reserve fund has a balance of \$192,115 as of 11/30/2016. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 19            Public Safety Facilities Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$10,000** to be added to the Public Safety Facilities Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Public Safety Facilities Capital Reserve Fund is used for the purpose or repairs and renovation of police and fire department facilities. The capital reserve fund has a balance of \$6,268 in it as of 11/30/2016. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**ARTICLE 20            Highway Equipment Capital Reserve Fund**

**(THIS ARTICLE DOES NOT IMPACT THE TAX RATE)** To see if the Town of Allenstown will vote to raise and appropriate the sum of **\$5,000** to be added to the Highway Equipment Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required.)

*Recommended by the Board of Selectmen*

*Recommended by the Budget Committee*

*EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Equipment Capital Reserve Fund is used for the purpose or replacing vehicles and equipment operated by the Highway Department. The capital reserve fund has a balance of \$6,767 in it as of 11/30/2016. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.*

**WARRANT ARTICLES-BUDGET, SPECIAL, ETC...****ARTICLE 21 - By Petition**

Shall the town of Allenstown vote to adopt the provisions of RSA 79-H authorizing the Town and its assessing official to approve tax abatement requests for a qualifying chartered public school facility as defined in RSA 79-H:3. The effective date of this warrant article if adopted shall be April 1, 2017. Once adopted this provision shall remain in effect until specifically rescinded by the town at a duly warned meeting.”

*Not Recommended by the Board of Selectmen*

*EXPLANATION-This petition warrant article would provide for a tax abatement for qualifying chartered public schools which operate on private property by renting or leasing space. The taxes would be abated for that portion of private property occupied for the sole use of the chartered school. The owner of the property being rented or leased to the charter school would receive the tax abatement starting in 2017. The impact on the tax rate is indeterminable at this time. The property owner would have to submit an application detailing the space occupied by the charter school in order to determine the amount to be abated.*

## BUDGET PROCESS

The budget process is less of a beginning and ending process as it is cycle. In May the Board of Selectmen issue guidance to department heads and the various boards. The guidance has varied from year to year but usually sets the amount of annual salary increases and other criteria.

Budgets are usually required to be submitted to the Board no later than the end of July. The submitted budgets are generally in two forms, an excel spreadsheet and a narrative explanation. The excel spreadsheets are integrated into one master budget spreadsheet. A budget overview is created and the entire budget is made available to the public on the website. The Board reviews the proposed budgets at the end of September and through October. The Board makes adjustments and submits a recommended budget to the Budget Committee. The Board also reviews proposed warrant articles. The Board determines which articles it will place on the warrant and submits those warrant articles which propose appropriations to the Budget Committee.

The Budget Committee reviews the proposed budgets submitted by the Town, the Sewer Commission and the School District. This process usually occurs in November and December. The Budget Committee votes to recommend a budget to the voters for the Town, Sewer Dept. and the School District. The budget which appears on the warrant articles for the Town, Sewer Dept. and the School District are the recommended budgets of the Budget Committee. This can be different than that which was proposed by the Board of Selectmen, Sewer Commission and School Board. The Budget Committee will also make recommendations on the proposed warrant articles which contain appropriations.

The Budget Committee holds a public hearing prior to the Deliberative Session. The hearing is on **January 14th, 2017 at 9 AM at the Allenstown Community Center, 8 Whitten St.** for this year. The Budget Committee presents its proposed budgets for the Town, Sewer Dept. and School District to the voters. This is an informational session for voters to learn more about the budget and ask questions. No changes can be made by the voters at this hearing.

The Deliberative Session of Town Meeting is the next step in the process which will be held on **February 4th, 2017 at 9 AM at the Allenstown Community Center.** At this meeting voters in attendance have the power to amend some warrant articles including the amounts of the proposed appropriations. The changes made at this session will be included in the warrant to be voted on at the Voting Session of Town Meeting on **March 14th, 2017 from 8 AM to 7 PM at the Parish Hall.** Voters cannot amend the articles at this session they can only vote yes or no on each warrant article.

The Town has a calendar year budget with begins each year on January 1st, and ends on December 31st. Voters in March are voting on a budget which actually began in January. The School District budget begins on July 1st, and ends on June 30th of each year. In this case the voters are deciding on a budget in March which begins several months later in July. The respective warrant articles for the Town and the School District follow their budget years unless otherwise indicated.

Although rare, additional town meetings can be held to address budget issues. The Selectmen or School Board may call one additional town/school meeting if the budget is not approved by the voters. The Selectmen or School Board can also request additional meetings through the Superior Court to address budget crises which occur between town meetings. These rarely occur however they are permissible when those circumstances occur.

**HOW IS THE PROPERTY TAX RATE SET?**

The **property tax rate** is set every year usually in October but sometimes as late as November. The tax rate has four components:

The Town tax rate for 2016	\$11.36
The Local School tax rate for 2016	\$17.07
The State School tax rate for 2016	\$ 2.44
The County tax rate for 2016	\$ 2.99
<b>TOTAL PROPERTY TAX RATE</b>	<b>\$33.86</b>

This rate is assessed for every **\$1,000** of property valuation.

In other words if you own property such as a house valued at **\$200,000** the rate is calculated:

$$\$200 \times \$33.86 = \text{a tax bill for } \$6,772.$$

**Determining the tax levy:** When voters approve town and school budgets those appropriations are factored into determining the annual tax levy. In the case of the 2016 budget the voters approved the following:

Town Appropriations	\$6,124,792
School Appropriations	\$8,694,635

Town and School appropriations are combined with County and State Education appropriations to determine the amount of revenue needed to pay for the anticipated spending for the respective budgets. In 2016 that total amount was \$16,346,128 in spending at the local level including the Town’s portion of the County appropriation. These appropriations are offset by anticipated revenues from various sources other than property taxes, as well as credits. After these amounts are considered the total tax levy for the Town, School and County is \$8,314,225 to be raised in property taxes

## CAPITAL RESERVE FUNDS AND UNRESERVED FUND BALANCE

***Why are we proposing to place money into capital reserve funds?*** Capital reserve funds are in essence savings accounts for a particular purpose. Capital reserve funds are generally used for big ticket items. Without capital reserve funds vehicles, equipment, new facilities or renovation of existing facilities would need to be funded through leases or the sale of municipal bonds. Borrowing money for these purposes adds additional costs in the form of interest payments over the period of the lease or bond until those instruments are paid off.

Both capital reserve funds and borrowing money spread the cost of what is being purchased over multiple years. This minimizes spikes in the tax rate. Capital reserve funds make those payments in advance of the purchase while borrowing spreads out the cost in the future. Appropriations to capital reserve funds are invested and earn interest and some cases result in capital gains depending upon the investment. The Trustees of the Trust Funds invest and manage these fund.

***What is the unassigned fund balance?*** The unassigned fund balance also known as the unreserved fund balance, is composed of two sources. The first is the surplus funds or unused funds in the Town budget for each year. Unexpended funds from the budget are transferred to the unassigned fund balance. The second source is additional revenues above that which was anticipated for any particular year. These funds are also transferred to the unassigned fund balance. The NH Dept. of Revenue Administration along with guidance from the Government Finance Officers Association recommends the unassigned fund should be between 5% as a minimum and a maximum of 17% of general fund operating revenues. The fund balance for 2016 was 17.42% or **\$1,671,190**. This is projected to grow in 2017 by an amount greater than what is proposed to be transferred out for the proposed warrant articles in 2017. It is important to recognize that a percentage of property tax revenues in any given year are not always paid on time. These revenues lag and are collected in subsequent years (see Budget Overview for chart depicting outstanding tax collections).

The plan is to draw funds from the unassigned fund balance and transfer appropriate amounts to the capital reserve funds. This will provide the funding for these purposes without raising additional taxes. This will minimize or avoid the tax increases that would be needed in the future to expend funds for the purposes of the given capital reserve funds.

Capital reserve funds are part of the solution to add, replace or repair the various capital assets the Town has or will need in the future. We will not have sufficient funds in the unassigned fund balance to meet all of those existing and future needs. We will still need to make up the remainder of these costs through leases and bonds.

# TOWN MEETING

## TOWN OF ALLENSTOWN

Town Hall  
16 School St.  
Allenstown, NH 03275  
Phone: 603-485-4276  
Email: [smulholland@allenstownnh.gov](mailto:smulholland@allenstownnh.gov)



W H E R E N E I G H B O R S A N D R I V E R S M E E T

The Town of Allenstown was incorporated in 1831 as a Town.

- ◆ Population **4,300**
- ◆ Median age of **39**.
- ◆ Land mass **20.4** sq. miles.
- ◆ **33** miles of roadway.
- ◆ The Town employs **23** FT and **47** PT people.
- ◆ Assessed value **\$249,523,983**
- ◆ Tax Rate **\$33.86**  
Town \$11.36  
School \$19.51  
County \$2.99

## TOWN/SCHOOL REPORTS

Town/School Reports will be available approximately a week before the Voting Session of Town Meeting in March. The Town Report will be placed on the website where it can be viewed and downloaded. Paper copies of the Town/School Report will be available at Town Hall and at the polls in March until they run out. The Town/School reports contain reports from the various departments, boards and officials from the Town and the School District.

## HOW DO I VOLUNTEER FOR THE TOWN/SCHOOL

Both the Town and the School District rely upon volunteers to serve on the various boards, committees and commissions. Some of these positions are elected however many are appointed by either the Board of Selectmen or the School Board. The various board positions which are appointed are as follows; Planning Board, Zoning Board of Adjustment, Conservation Commission, Parks & Recreation Commission, Old Allenstown Meeting House Committee and the Public Works Facilities Space Needs Committee.

There are other volunteer opportunities such as the Allenstown PTO which is a parent teacher organization. We need volunteers for special projects, internships and landscape gardening at the Town Hall, Police Station and Community Center. If you have questions about volunteering or wish to volunteer for the Town contact the Town Administrator at Town Hall or for the School you can contact the principals of either of the schools. Volunteers are critical to making the various functions of the Town and Schools operate effectively.