



Town Administration Budgets

2018

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Introduction

The 2018 Budget was developed based upon the guidance issued by the Board of Selectmen. The goal of the Board was to level fund budgets except for salary increases due to the wage classification system adjustments, personnel cost increases and insurance.

This document contains the narrative explanations of the Town Administration Budgets. The Administration Budgets consist of multiple functional areas of service the town government provides to its citizens.

Goals and Objectives for 2018

The **primary objectives** for 2018 involve maintaining the quality of services we provide. The Town has made considerable progress in modernizing many of its processes.

1. The continued implementation of the wage classification system for all personnel. The objective is to ensure the Town can retain trained qualified personnel. The wage classification system bases salaries on what competing positions pay for the same job function in the marketplace. The system prevents salary compression and ensures similar job functions are compensated fairly.
2. Work with the Board of Selectmen to implement strategic planning for the entire town government. The objective is to work with the Board to develop the “big picture”, set priorities and ensure the Town is working as a whole to provide quality services to its citizens and businesses. The Board worked with the department heads to develop a Capital Improvements Plan to include a five year schedule and funding plan. This has translated into a capital budget which is included in this document.
3. Transparency initiative. Providing more information to the public via the website. Keeping the website updated. Providing greater access to public documents on the website.
4. Town Hall improvements. The repair of the mortar of the building was completed in 2017. New gutters have been installed along the back of the building. The fire escape was repainted and some of the metal was replaced due to deterioration. The next focus will be the reconstruction of the back portion of the parking lot.

Some of the objectives will require additional costs while others will involve transferring resources from one area to another.

ADVERTISING AND REGIONAL ASSOCIATION

1.4197.10.560 Advertising and Regional Planning Commission

Appropriated in 2017 \$4,800

Requested in 2018 \$4,950

This line represents the cost of the Town’s membership dues for participation in the Central New Hampshire Regional Planning Commission. The costs are assessed based upon our population compared to the other participating communities. CNHRPC has increased its fees for 2018 slightly.

AMBULANCE

1.4215.20.390 Ambulance

Appropriated in 2017 \$190,739

Requested in 2018 \$180,333

This is the sixth year of the agreement between the Towns of Allentown and Pembroke that operates the Tri-Town Emergency Medical Service. This is the Tri-Town EMS Board of Directors final budget number for 2018. See separate Tri-Town EMS Budget for details.

ASSESSING

1.4152.10.110 Assessing Salary

Appropriated in 2017 \$21,238

Requested in 2018 \$1

This line item was for the part-time salary of the assessing clerk for 20 hours per week. The assessing clerk processes the applications for veteran’s, elderly, solar and other exemptions. The position also processed the paperwork for abatements, excavation & timber taxes, and

current use applications. She updated the tax maps and tax cards. She responded to inquiries from citizens, business owners, banks/lending institutions and real estate firms. When the person filling this position retired in 2017 we did not fill the position. We contracted with Avitar our assessing firm to perform this function resulting in a cost reduction. The cost for service is now listed under the contracted services line. Avitar personnel have office hours at the town hall on Mondays.

1.4152.30.330 Contracted Services

Appropriated in 2017	\$49,518
Requested in 2018	\$61,281

The cost breakdown is as indicated below.

Assessing Services (Avitar)	\$54,658
Mapping(CAI)	\$1,300
GIS Internet Services (on web-site)(CAI)	\$2,400
Avitar On Line Assessing Program	\$2,923

The assessing services line is for the contract with Avitar Associates of New England, Inc. for customary assessing services. Our 2018 contract will include the revaluation of all Allenstown property. This revaluation is being completed a year earlier than previously scheduled reduce cost and to ensure the ratio of property valuations is within the parameters established by the NH Department of Revenue Administration. The cost of revaluation is very labor intensive for the contractor and the expense is reflected by a higher cost to the Town. In order to assist the Town with this increase, the contractor has reduced their charges and agreed to spread the expense over two years (2017 & 2018).

There are two contracts with CAI Technologies. The first is for annual maintenance and printing of tax maps (\$1,300). The second charge (\$2,400) is for electronic access to tax cards and tax maps on the Town website. Both items have separate contracts and are for three years with an exit clause if funds are not appropriated by the Town.

The cost for the online assessing program is also included at \$2,923. This includes the map bundling package which interfaces with the CAI GIS internet mapping program.

1-4152.10-341 Computer Software

Appropriated in 2017 \$2,600

Requested in 2018 \$2,600

This budget amount is for maintenance and support of the Avitar assessing software. This program contains assessing data for each property in the Town. This contract has a small increase for services over last year.

1.4152.10.560 Dues and Subscriptions

Appropriated in 2017 \$100

Requested in 2018 \$100

This line item is for dues and subscriptions to professional organizations.

1.4152.10.611 Assessing Postage

Appropriated in 2017 \$400

Requested in 2018 \$400

This is for mailing of notices to property owners regarding cycle inspections and certified letters notices when required.

BUILDING INSPECTOR

This section of the proposed 2018 is for the Building/ Code Enforcement function,

The proposed budget for the Building Inspector/Code Enforcement function for 2018 has increased due to the separation of the consolidated fire chief/building inspector/health officer position.

1.4240.10.110 Building Inspector Salary

Appropriated in 2017 \$30,500

Requested in 2018 \$31,525

This line is for the salary of the Building Inspector. This position was consolidated with the Fire Chief position in late 2013 to create one full time position. The position was separated in 2017 when the person filling the position resigned. The position is funded at 24 hours per week.

$\$25.26 \times 24 \times 52 = \$31,525$

1.4240.10.120 Admin PT Salaries

Appropriate in 2017	\$8,635
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Requested in 2018	\$9,118
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Administrative Assistant Salary

$\$18.22 \times 20 \text{ Hours} \times 18 \text{ Weeks} = \$6,560$

$\$17.17 \times 20 \text{ Hours} \times 34 \text{ Weeks} = \$11,676$

TOTAL = \$18,236

The salary is broken down by between the Building and Fire Departments as follows:

Fire Administrative Assistant	\$9,118
Building Administrative Assistant	\$9,118

1.4240.10.140 Equipment

Appropriated in 2017	\$0
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Requested in 2018	\$0
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This line has been zero out for this year.

1.4240.10.341 Computer Software

Appropriated in 2017	\$1,887
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Requested in 2018	\$1,887
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This line represents the cost of the Avitar program for the building inspector to interact with the Assessing Department and the Tax Collector.

1.4240.10.560 Dues and Subscriptions

Appropriated in 2017 \$250

Requested in 2018 \$250

This line is for membership in the New Hampshire Building Officials Assoc. NFPA, ICC and other professional organizations.

1.4240.10.580 Seminars/Training

Appropriated in 2017 \$200

Requested in 2018 \$200

This line represents the cost of attending classes for the Building Inspector. The BI must keep up on the latest changes in regards to building standards.

1.4240.10.581 Mileage

Appropriated in 2017 \$0

Requested in 2018 \$1,000

The separation of the positions will require the BI to use their own vehicle to conduct business. We have estimated mileage at the amount indicated. However it will take a year to more accurately determine mileage costs.

1.4240.10.611 Postage

Appropriated in 2016 \$200

Requested in 2017 \$100

This covers all postage from the Building/ COE office for 1st class mail and certified mailings.

1.4240.10.670 Books/Periodicals

Appropriated in 2016 \$0

Requested in 2017 \$0

Information is available online which eliminates the purchasing of new books and periodicals.

CAPITAL BUDGET

The Board of Selectmen worked with the department heads to develop a capital improvements plan. The plan schedules the various projects over a five year period and in some cases beyond that. The plan also identified the funding sources to pay for each project. The Town has not worked with a Capital Budget in the past. This budget reflects the first year of the plan. The attached Capital Improvements Plan Schedule details the projects and the dates of implementation.

The focus this year is on the replacement of the rescue vehicle in the fire department. The Town has purchased a rescue pumper truck which is scheduled to enter service in early 2018.

The roadway infrastructure improvement plan continues with additional road reconstruction. The account codes for capital projects have been realigned to coincide with a capital budget.

1.4902.11.752 Highway Vehicles (formerly 1.4909.10-741 Highway Truck 2014 Lease and 1.4909.10.744 Highway Wheel Loader Lease)

Appropriated in 2017 (Highway Truck)	\$33,692
(Highway Loader)	\$30,500
Requested in 2018	\$64,192

This line covers the cost of the five year lease for the dump truck purchased in 2014. The first payment was made in 2014. The last payment is due in 2018. The Town will own the vehicle at the end of the five year lease (2018). This line also represents the cost of the principal and interest on the Liugong Wheel Loader lease that was purchased in 2013. This is year five of the five year lease. The Town will own the equipment at the end of the lease (2018).

1.4902.15.752 Fire Vehicles (formerly 1-4909.10-742 Fire Engine Lease)

Appropriated in 2017	\$84,000
Requested in 2018	\$84,000

This line covers the cost of the principal and interest on the lease payment for the fire/rescue truck ordered in 2017. The payment in 2018 will be the first of three payments on the vehicle. The lease is for three years at which time the Town will own the vehicle (2020). This lease payment replaces the last lease payment which was made in 2017 for a fire engine. The lease is a lease to own in that the town owns the vehicle at the end of the lease. The lease payments are for three years ending in 2020. The cost of the fire/rescue vehicle is \$240,319.

1.4902.18.752 Police Vehicles (formerly 1-4210.10.752 PD Cruiser)

Appropriated in 2017	\$37,000
Requested in 2018	\$37,000

This line covers the cost of the principal and interest on the lease payments for police vehicles. Three vehicles are under lease at all times. The leases are staggered such that one vehicle's lease ends each year and another is purchased. The lease is a lease to own in that the town owns the vehicle at the end of the lease. This line was formerly in the Police Department budget. It has been moved to the capital budget along with all of the other capital items. The 2017 Ford Pickup Truck was \$33,837. The 2018 vehicle type is to be determined.

1.4903.15.750 Fire Dept. Equipment

Appropriated in 2017	\$0
Requested in 2018	\$0

This line item covers cover the cost of fire department equipment other than vehicles.

1.4909.10.745 Computer Equipment

Appropriated in 2017	\$8,430
Requested in 2018	\$8,500

This line represents the cost of the computer replacement program for all of the Town departments. This will allow for the cyclical replacement of computers in all departments. The computer replacement program is a component of the IT services contract with CCS. The cost of the replacement program is \$8,500.

CEMETERY

01.4195.10.610 Cemetery Expense

Appropriated in 2017	\$1
Requested in 2018	\$1

The Town does not operate a cemetery. The Town relies upon the Catholic Church to operate their privately owned cemeteries in the Town.

01.4195.10.618 Training

Appropriated in 2017	\$0
Requested in 2018	\$0

This line would provide funding for the cemetery trustees to attend trainings and conferences.

CONSERVATION

01.4611.10.112 Dues

Appropriated in 2107	\$500
Requested in 2018	\$1

This line provides limited funding for dues for the Conservation Commission to attend training through their association. The Town does own several pieces of conservation land.

DEBT

The Town does not have any long term debt at this time. With the early pay off of the police station bond in 2014 the Town has retired all of its debt. The Board of Selectmen will be taking on \$1.6 million in debt through the Clean Water State Revolving Fund for the construction of the sewer pumping station off of Library St. This will be a binding obligation on the Town to pay back however the reimbursement will be through sewer funds not property tax dollars.

1.4723.10.981 Tax Anticipation Notes-Interest

Appropriated in 2017	\$15,000
Requested in 2018	\$15,000

This line represents the interest that would be needed on any tax anticipation notes should the Town face a cash flow issue during the year.

ECONOMIC DEVELOPMENT

1.4652.10.110 Economic Development

Appropriated in 2017	\$0
Requested in 2018	\$600

This amount was requested to pay for the administrative activities of the Economic Development Committee.

EMERGENCY MANAGEMENT

INTRODUCTION

This section is the proposed 2018 budget for the Emergency Management function.

The Emergency Management function serves as the coordinating organization for the town’s response to disaster. Emergency Management addresses natural and man-made disasters that pose a risk to the community. The Emergency Management function is managed by the Emergency Management Director and two Deputy Emergency Management Directors who serve in an unpaid capacity. The functions of Emergency Management are broken down into four primary tasks;

Mitigation: The town’s hazard mitigation plan was updated in 2016. The hazard mitigation plan identifies potential hazards both weather related and man-made. Our mitigation plan is multifaceted. Flooding issues along the Suncook River are a major component of our mitigation efforts. We have applied for and received four flood acquisition grants from FEMA to purchase properties in the flood plain that were at significant risk. The town has received approximately \$4.5 million in acquisition grants since 2008. We have purchased 34 homes in the floodplain. These homes have been demolished to allow for additional floodplain capacity. We received an additional \$746,000 of the State Capitol Budget to purchase five more homes. The last of these homes were demolished in the fall of 2013. The total number of homes purchased was 34 by the end of 2013. The Town received an additional grant to update the Hazard Mitigation Plan to include a specific Suncook River Hazard Mitigation plan for the floodplain. This plan was completed in 2016.

Preparation: We have implemented a comprehensive plan to prepare for risks to the community. The Emergency Operations Plan was updated in August of 2016. The plan was previously updated in 2011.

Respond: Through our preparedness plans which we exercise annually we have greatly enhanced our ability to respond quickly and effectively to a variety of threats to the community. We have applied for additional grant funds to enhance our ability to run a shelter, operate our emergency operations center and provide emergency public information to our

citizens. We have an emergency management mutual aid agreement with the Capital Area Public Health Network, a number of towns/cities and non-profit agencies to operate regional emergency shelters.

Recovery: Our recovery plans are tightly interwoven with the State and Federal recovery plans for major disasters. The primary objective is to take steps that will allow the community’s residents, businesses and government services to operate effectively as soon as possible after a disaster strikes. Grant funds were received in 2016 to update the Recovery Plan. This plan was tested during an exercise in 2017 with our federal, state and non-profit partners.

Budget line items;

1.4290.10.300 Grants

Appropriated in 2017	\$0
Requested in 2018	\$0

A portion of this line covers the cost of the annual emergency management exercise program. The cost of the program is 100% reimbursable through the Division of Homeland Security and Emergency Management. We are not anticipating any funding for 2018.

1.4290.10.431 Communications

Appropriated in 2017	\$1,000
Requested in 2018	\$1,000

This line item covers the cost of maintenance of the EM radio communications system that is used by Police, Fire, Sewer, Code Enforcement and the Highway Departments. This includes licensing, radio repair, antenna repair and repeater maintenance/service.

1.4290.10.433 Generator Maintenance

Appropriated in 2017	\$5,000
Requested in 2018	\$5,000

This line item covers the cost of the maintenance of the shelter, light tower and fire station generators. The cost of maintaining the generators at town hall, highway department and the police station are also covered under this line. The maintenance agreement provides for

preventative maintenance services on this equipment as well as the cost of repairs. The fixed generators are serviced twice per year and the trailer mounted generators are serviced once per year. This line has continued to be over expended due to unanticipated repairs to the generator at town hall, police station and the fire station.

1.4290.10.434 Suncook River Gage

Appropriated in 2017	\$3,250
Requested in 2018	\$3,250

The Town applied for and received an EMPG grant to install a river gage on the Suncook River at the Rt. 28 Bridge on the Pembroke Town line. The grant provided three years of the annual maintenance cost. The grant expired at the end of June 2014. This line represents the annual maintenance cost for the gage. This cost is a 50% cost share with the Town of Pembroke. This line represents the total cost. The revenue from Pembroke will be anticipated in the revenue calculations.

1.4290.10.580 Training

Appropriated in 2017	\$750
Requested in 2018	\$750

This line covers the cost of training. The expense is necessary to ensure that Town staff are adequately trained in emergency management functions.

1.4290.10.750 Equipment

Appropriated in 2017	\$400
Requested in 2018	\$400

This line covers the cost of Emergency Management equipment and anything needed for the Emergency Operations Center.

EXECUTIVE BUDGET

This budget includes the Office of Selectmen, the Town Administrator, Administrative Assistant, town report, IT, BUDCOM and associated costs.

1.4130.10.100 EXEC Selectmen’s Salaries

Appropriated in 2017 \$5,400

Requested for 2018 \$5,400

The rate the three selectmen are paid has not change since anyone can remember. The chairman receives a slightly higher rate.

\$141.66 per month X 12 Months = \$1,699.92

\$141.66 per month X 12 Months = \$1,699.92

\$166.66 per month X 12 Months = \$1,999.92

TOTAL = \$5,399.76

1.4130.10.310 EXEC Minutes Transcription

Appropriated in 2017 \$1,500

Requested for 2018 \$4,644

\$17.86 per hour X 5 hours per week X 52 weeks= \$4,644

The minutes clerk develops the minutes from an audio tape. Her hours fluctuate depending upon the frequency and length of meetings. In 2017 we had four people working on minutes. The rates of pay vary as do the amount of hours needed depending upon the length of meetings, type of meetings as some require verbatim minutes and the experience level of the person developing the minutes. The plan for 2018 is to consolidate most of the work down to one employee and have one back up person. Presently we generate minutes for the following boards using the following methodology;

Board of Selectmen, 26 meetings per year, detailed minutes.

Budget Committee, 18 meetings per year, detailed minutes.

Zoning Board of Adjustments, varies (8 meetings per year), detailed minutes.

Suncook Village Commission, varies, summary minutes.

Trustees of the Trust Funds, 4-6 meetings per year, summary minutes.

Public Works Facilities Study Committee, varies, summary minutes with some meetings involving detailed minutes. We anticipate this committee will be very busy in 2018 if the new facility is approved for construction.

Economic Development Committee, meeting frequency varies, summary minutes.

Welfare Fair Hearings Board, meets infrequent (when they have a case before them), detailed minutes.

Tri-Town EMS Board of Directors, 12 meetings per year, detailed minutes. The cost of generating these minutes are reimbursed through the TTEMS budget.

The detailed minutes take a considerable time to generate as opposed to the summary minutes. The budget increase is due to several factors.

1. The person who generates the minutes now is paid at a higher rate than the previous person.
2. Three of the committees are new as of 2017.
3. The TOTF was not generating minutes in the past.
4. The ZBA was active in 2017 compared to previous years. The ZBA only has meetings when there is an appeal before them.
5. There is a step increase scheduled for next year for this employee and the wage classification scales will be adjusted for COLA by 2%.

The budget line in the ZBA budget will be removed and the cost consolidated into this line for ease of tracking and payroll cost distribution.

1.4130.10.605 Trustees of the Trust Funds

Appropriated in 2017	\$700
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Requested in 2018	\$500
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This line encompasses the cost of stipend for the senior trustee who administers the funds. The amount has been reduced as the BOS has only approved the \$500 amount for the stipend for the senior trustee.

1.4130.20.110 EXEC Administrative Salaries

Appropriated in 2017	\$112,191
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Requested in 2018 \$119,262

This line is for the salary for the Town Administrator and Administrative Assistant. The Town Administrator position is a salaried position. The Administrative Assistant position is hourly. This position is a split function with the Welfare Administrator position with 35 hours for the AA position and 5 hours per week in the WA position. The positions have an increase in salary as a result of a step increase and the changes in the step scales due to a COLA adjustment of 2% effective on the employee's anniversary date.

Town Administrator Salary

\$37.48 X 40 hours per week X 2 weeks= \$2,998

\$39.74 X 40 hours per week X 50 weeks=\$79,480

TOTAL=\$82,478

Administrative Assistant Salary

\$20.11 X 35 hours per week X 39 weeks = \$27,451

\$20.51 X 35 hours per week X 13 weeks = \$9,333

TOTAL \$36,784

Welfare Administrator (reflected in Welfare Budget)

\$20.11 X 5 hours per week X 39 weeks= \$3,922

\$20.51 X 5 hours per week X 13 weeks= \$1,334

TOTAL= \$5,256

1.4130.30.550 EXEC Town Report Printing

Appropriated in 2017 \$4,000

Requested in 2018 \$4,000

This line covers the cost of preparing and printing the Town Report. We print out the number of reports that we can purchase at this price. The school funds part of the cost and reimburses the town for the amount of space used in the report.

1.4130.90.430 Copier Lease

Appropriated in 2017 \$1,850

Requested in 2018 \$1,850

This line covers the photocopier lease payments and service agreement. The lease rate is \$124 per month for a three year term. The service agreement rate is \$9 per month as we are printing fewer documents due to the digital process integration.

Lease: \$124 per month X 12 = \$1,488

Service Agreement: \$9 per month X 12 = \$108

Count Overages: \$254

1.4130.90.530 Telephone/Modem

Appropriated in 2017 \$3,500

Requested in 2018 \$3,550

The line covers the monthly cost of the VoIP phone service through TSE, the monthly Xfinity internet service as well as the alarm service agreement.

TSE VoIP Service \$ 95 per month X 12 = \$1,140

Xfinity Internet \$148 per month X 12 = \$1,776

Northeast Security Agency-Security Alarm \$250 annually

Fire Alarm Monitoring Service \$336

1.4130.90.531 Cellphone

Appropriated in 2017 \$625

Requested in 2018 \$625

This line covers the cost of the cell phone for the town administrator.

1.4130.90.540 Advertising

Appropriated in 2017 \$1,500

Requested in 2018 \$1,500

This line covers the cost of legal advertisements required by state statutes as well as postings for open employment positions.

1.4130.90.560 Dues & Subscriptions

Appropriated in 2017 \$4,500

Requested in 2018 \$4,500

This line covers the cost of dues for membership in the NH Municipal Managers Association and the ICMA. The line also covers the cost of membership to the NH Municipal Association.

1.4130.90.580 Mileage

Appropriated in 2017 \$1,250

Requested in 2018 \$1,250

This line covers the cost of mileage reimbursement for town hall personnel when they use their personally owned vehicles for town business.

1.4130.90.605 Office Supplies

Appropriated in 2017 \$5,500

Requested in 2018 \$5,500

This line covers the cost of office supplies. The request for 2017 has been cut to meet the budget guidelines set by the BOS. Additionally there have been cost savings due to digitization of most of our processes.

1.4130.90.611 Postage

Appropriated in 2017 \$2,000

Requested in 2018 \$2,000

This line covers the cost of postage through the US Postal Service. We have a postage machine for which we pay a third party. The decrease is due to fewer items being mailed and more items being emailed. This is the third year of decreases in this line. Electronic payments to vendors has further reduced the need to mail checks.

1.4130.91.240 Training

Appropriated in 2017 \$1,000

Requested in 2018 \$1,250

This line covers the cost of training for town hall staff.

1.4130.91.301 IT Services

Appropriated in 2017 \$23,159

Requested in 2018 \$34,509

This cost covers the portion of the town wide IT contract that is attributable to the administrative functions within the town hall. This is a three year contract that covers all of the departments of the town except for the Sewer Department and the Library. The cost in this line above only includes the administrative functions. The other departments have their share of the cost budgeted in their respective budgets. This line also covers the cost of the electronic signature web based function. The increase is due to additional space on the virtual cloud servers. The other factor increasing cost is the need an email encryption solution for confidential information. The service includes managed email for town officials and staff.

The cost of a records management system is included in this budget line. The initial outlay for the system is approximately \$11,350. Annual cost will be approximately \$6,500 per year.

1.4130.91.302 Computer Equipment/Repair

Appropriated in 2017 \$1,000

Requested in 2018 \$1,000

This line covers the annual updates of other administrative software licenses as well as repairs of computer equipment (parts).

1.4130.91.750 Website

Appropriated in 2017 \$2,125

Requested in 2018 \$2,375

This line covers the cost of maintenance of the website for Virtual Town & School at \$2,000 per year, the vendor who we contract with for this service. We pay \$450 per annum to the federal government to maintain our domain name. The cost increased in 2017 from \$125 to \$450.

1.4130.91.760 Budget Committee Expense

Appropriated in 2017 \$ 820

Requested in 2018 \$ 820

This line covers the cost of committee minutes, workshops and office supplies as needed.

FINANCE

This budget includes the costs for payroll processing, the annual audits and the Finance Director.

1.4150.10.110 Finance Director

Appropriated in 2017 \$66,147

Requested in 2018 \$66,856

This line covers the annual cost for the Finance Director who performs the accounting functions for the town. The increase is due to a step increase as well as the COLA adjustment.

1.4150.10.341 Accounting Software

Appropriated in 2017 \$4,638

Requested in 2018 \$2,939

This line represents the maintenance fees for Tyler Infinite Vision, our accounting software. We are discontinuing the maintenance agreement for the Fixed Asset module of the software, at a cost of \$840 annually, as it was discovered that this module does not meet our needs. \$500 additional expense is budgeted to purchase depreciation software at the suggestion of our auditors, to allow us to meet current accounting standards. The accounting software is also used by the Sewer Department. They will reimburse the Town 35% of the maintenance fee.

$\$4,638 - \$840 = \$3798. \quad \$3798 * 65\% = \$2,469 + \$500 = \$2,969$

1.4150.10.342 Payroll Processing

Appropriated in 2017 \$9,850

Requested in 2018 \$9,316

This line represents the contract with Checkmate, the vendor who provides our electronic timesheets, processes our payroll and generates the pay checks for employees. Checkmate also performs the back end functions for taxes and all payroll deductions. NH Retirement System

reporting is a key component of the service they provide. We have been notified that as of January 1, 2018 they will be increasing our fees by 3%.

Actual total cost January-June 2017 = \$4,522 x 2 for a full year = \$9,044 , Plus 3% = \$9,316

1.4150.10.560 Dues and Subscriptions/ Conferences

Appropriated in 2017	\$500
Requested in 2018	\$500

This line represents the cost of attending the annual New Hampshire Government Finance Officers Association Convention, and additional educational seminars held periodically throughout the year. These conferences are highly educational and provide excellent support. updates on new regulations and accounting pronouncements, and networking opportunities.

1.4150.20.330 Audit Contract

Appropriated in 2017	\$27,000
Requested in 2018	\$13,100

This line covers the cost of the annual financial audit. Plodzik & Sanderson is the present firm we utilize for our audit. In 2017 the charge for the audit was \$13,100 for the Town. We had an additional expense in 2017 of \$2,000 for a Single Audit that was required for 2016, because we received over \$750, 000 in federal funds from grants related primarily to the Community Center. In 2017 we also had performance audits of the Highway Department and Fire Department performed by MRI. These were one-time expenses, budgeted at \$12,000. The 2018 budget request is for the financial audit only.

GENERAL GOVERNMENT BUILDINGS

This budget includes the cost of the general upkeep, maintenance and repairs to the town hall.

1.4194.10.110 Custodian Salary

Appropriated in 2017	\$5,565
Requested in 2018	\$5,865

This position is a shared position with the Parks & Recreation Maintenance person position. The person filling this position works 29 hours per week. The Town Hall is scheduled for 9 hours per week and the community center is scheduled for 20 hours per week. The wage will increase as a result of a step increase which is also adjusted for COLA.

Town Hall Maintenance

\$12.12 X 9 hours per week for 17 weeks = \$1,855

\$12.73 X 9 hours per week for 35 weeks = \$4,010

TOTAL: \$5,865

Community Center Maintenance

\$12.12 X 20 hours per week for 17 weeks = \$4,121

\$12.73 X 20 hours per week for 35 weeks = \$8,911

TOTAL: \$13,032

1.4194.10.411 Sewer

Appropriated in 2017	\$250
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Requested in 2018	\$250
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This line covers the cost of the municipal wastewater collection service to the town hall by the Allenstown Sewer Department.

1.4194.10.412 Water

Appropriated in 2017	\$250
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Requested in 2018	\$250
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This line covers the cost of the municipal water service to the town hall by the Pembroke Water Works.

1.4194.10.435 Repair & Maintenance

Appropriated in 2017	\$10,000
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Requested in 2018	\$10,000
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This line covers the costs of maintaining and repairing the town hall. The LED lighting upgrade project replaced some of the frequently used lights in 2016. Additional LED lighting will be installed in 2017 completing the lighting upgrade project at town hall. This will reduce our energy usage. The building dates back to the 1800's. There are many issues that still need to be addressed. The interior stairway does not meet code and there is no handicap accessibility to the second floor of the building. The brick walls were repointed (mortar ground out and replaced) and the brick waterproofed project began in 2016 and was completed in 2017. Gutters were installed on the back of the building to channel the water away from the building reducing damage to the structure. The rear portion of the parking lot is in poor condition and in need of reconstruction. The fire escape stairway needs to be repainted. The sewer pipe lateral from the street to the building was inspected by video camera two years ago. The line is sagging in several locations. This does not pose an immediate issue however the line will have to be replaced within the next several years.

1.4194.10.610 Custodial Supplies

Appropriated in 2017	\$500
Requested in 2018	\$500

1.4194.10.621 Heat/Gas

Appropriated in 2017	\$5,000
Requested in 2018	\$5,000

This line covers the cost of natural gas from Liberty Utilities used to heat the building. This line was over expended in 2012, 2013, 2014 and 2015. In 2016 the expenditures in this line were below the budgeted amount by \$333.

1.4194.10.622 Electricity

Appropriated in 2017	\$6,500
Requested in 2018	\$6,500

This line covers the cost of electricity for the town hall building. This budget represents the cost charged by Eversource for delivery of the power and the supplier which is Constellation. The

Town entered into a three year contract with Constellation as our power supplier at a set rate of .0895 cents per kilowatt hour.

HEALTH OFFICER

1.4411.10.100 HA Health Salaries

Appropriation in 2017	\$6,453
Requested for 2018	\$2,040

The Health Officers stipend for 2017 will be \$2,040

The health officer has been consolidated with the position of fire chief. This is a 3- year appointment position by the NH Division of Public Health Services. The health officer’s work in Allenstown includes performing state required health inspections at youth residential schools, foster homes, day cares, and public schools. She responds to public health nuisance complaints by conducting investigations and inspections. These complaints may involve garbage, insects, unsanitary living conditions, rodents, safe drinking water, swimming pools or septic systems. The health officer may enforce minimum standards for rental housing including safe drinking water, availability of hot water, garbage control, properly functioning septic systems, vermin control, adequate heat, walls and roofs that leak.

The Health Officer acts as the local liaison to the NH Department of Health and Human Services and may be called to assist in disease outbreaks, lead paint poisoning inspections, and disseminates health related information. The HO maintains the Health Department website on the Allenstown website and publishes pertinent health related information on this site.

The health officer represents the Town of Allenstown on the Capital Area Public Health Advisory Council. The role of the Public Health Advisory Council (PHAC) is to advise the Capital Area Public Health Network by identifying regional public health priorities based on assessments of community health; guiding implementation of programs, practices and policies that are evidence-based to meet improved health outcomes; and advancing the coordination of services among partners.

The health officer is also part of the emergency response team for the town and would be involved in the emergency operations center during an event and would have a key role in recovery after disasters. The HO participates in the Capital Area Public Health Network on issues related to sheltering and points of dispensing of immunizations and other prophylactic medications.

The Deputy Health Officer position has been eliminated as a cost cutting measure. The primary health officer retired in 2017 from her duties. This position is not being replaced. This has resulted in the cost reduction in this budget.

1.4411.10.560 HA Dues/Publications

Appropriation in 2017	\$530
Requested for 2018	\$110

NH Health Officers Association Dues	\$35
NH Health Officers Association Conferences	\$75

The NH Health Officers Association assists and supports local health officers in meeting their responsibilities to the public through programs of education, technical assistance, representation, and resource development. It also assists local health officers in providing educational and informational programs to the general public on environmental and public health topics. The NH Health Officers Association conducts 2 conferences per year, the cost of which are no longer included with dues.

1.4411.11.343 HA Equipment

Appropriation in 2017	\$500
Requested for 2018	\$500

Some equipment and supplies have been purchased this year to include thermometers, test strips, flashlights. Although this line item has not been depleted this year, it is prudent to keep this funding as in, in the event that there is an emergency.

INSURANCE

1.4196.10.480 Property Insurance

Appropriated in 2017	\$56,619
Requested in 2018	\$50,844

This line covers the cost of property and liability insurance for the town. There was a 10% decrease in the rate for 2018 as a result of fewer claims. Part of this cost is the insurance paid by the Sewer Department which was reimbursed to the town after the premium was paid. The Sewer Dept. portion of this cost is represented in the Sewer Dept. budget for 2018 and forward.

LEGAL

1.4153.20.320 Legal

Appropriated in 2017	\$50,000
Requested in 2018	\$50,000

This line covers the cost associated with Town Counsel. The Town is represented by DTC Associates, a law firm. Town Counsel provides legal advice to Town officials, generates legal correspondence and represents the Town in the courts as well as other administrative hearings. This budget line is merely an estimate. The types of cases and issues that develop from year to year vary considerably.

MUNICIPAL AGENT

The Municipal Agent function is responsible for the registration of motor vehicles and boats. This function also issues OHRV permits as well as hunting and fishing licenses. The Municipal Agent also is the central processing point for parking tickets, planning/zoning/building inspector fees and escrows, and serves as the point of sale for other revenues coming into the Town by cash or check.

1.4150.17.110 Municipal Agent Salaries

This line represents the cost of the salary for the Municipal Agent Supervisor and the Municipal Agent Clerk. The amount budgeted are based upon a percentage share of the Town Clerk/Tax Collector/Municipal Agent Supervisor costs. The cost share is 10%/10%/80% respectively to more accurately show the percentage of time spent on each function for this full time position. The step scales will be adjusted in 2018 for a 2% COLA. The person filling the Municipal Agent Supervisor/Town Clerk/Tax Collector position will received a salary adjustment on her anniversary date to place her on the appropriate step for her years of service and grade. This

should be the last step adjustment necessary for the present person at the present position. The full salary of the person filling the three functions is detailed below.

Requested in 2017 \$54,174

Requested in 2018 \$62,427

Municipal Agent Supervisor:

$\$22.66 \times 32 \text{ hrs.} \times 11 \text{ wks.} = \$7,977$

$\$25.04 \times 32 \text{ hrs.} \times 41 \text{ wks.} = \$32,853$ **Total \$40,830**

Town Clerk:

$\$22.66 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \998

$\$25.04 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$4,107$ Total \$5,105

Tax Collector:

$\$22.66 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \998

$\$25.04 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$4,107$ Total \$5,105

TOTAL SALARY = \$51,040

The Municipal Agent Clerk position is also a split position with the position of Deputy Tax Collector. The split is 90% Municipal Agent Clerk and 10% Deputy Tax Collector. There is a wage adjustment to place the present person in this position on the proper step for her years of service and grade. The step scales are also being adjusted for COLA on the employee's anniversary date by 2%. This position is 20 hours per week with 5 weeks of full time coverage when the Municipal Agent Supervisor/Tax Collector is on vacation, sick leave, training or other type of leave.

Municipal Agent Clerk:

$\$16.58 \times 18 \text{ hrs.} \times 44 \text{ wks.} = \$13,132$

$\$16.91 \times 18 \text{ hrs.} \times 8 \text{ wks.} = \$2,436$

$\$16.58 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,985$

$\$16.91 \times 36 \text{ hours} \times 5 \text{ weeks} = \$3,044$

Municipal Agent Clerk TOTAL = **\$21,597**

Deputy Town Clerk/Tax Collector:

\$16.58 X 2 hrs. X 44 wks. = \$1,460

\$16.91 X 2 hrs. X 8 wks. = \$271

\$16.58 X 4 hours X 5 weeks = \$332

\$16.91 X 4 hours X 5 weeks = \$339

Deputy Town Clerk/Tax Collector TOTAL = \$2,402

1.4150.17.341 Computer / Software

Appropriated in 2017: \$5,250

Requested in 2018: \$5,250

This line was moved from the Town Clerk’s budget to the Municipal Agent’s budget. The software cost represents the amount paid to Interware for our use of the ClerkWorks Software System in processing daily Municipal Agent transactions. This is a flat one time yearly fee usually paid in or around March. The cost for 2015 was \$5,227.

1.4150.17.611 Postage

Appropriated in 2017: \$1,300

Requested in 2018: \$1,500

This line represents the mailings done by the Municipal Agent’s Office. Examples include but are not limited to certified letters for NSF payments received, correspondence with Motor Vehicles, and others. There is a proposed increase of \$200.00 to this budget due to the increase in postage that took place during 2017.

OLD ALLENTOWN MEETING HOUSE

1.4619.10.435 Maintenance

Appropriated in 2017 \$150

Requested in 2018 \$150

This line covers the cost of repairs and maintenance of the building. Significant restoration has been completed to most of the building. Moose Plate grants and LCHIP grants were used to fund the restoration efforts.

1.4619.10.530 Telephone

Appropriated in 2017 \$850

Requested in 2018 \$850

This line covers the cost of the telephone line at the meeting house which is necessary for the alarm system. The line also covers the annual monitoring cost of the security alarm system.

1.4619.10.610 Custodial Supplies

Appropriated in 2017 \$50

Requested in 2018 \$50

This line covers the cost of custodial supplies to clean the building.

1.4619.10.622 Electricity

Appropriated in 2017 \$250

Requested in 2018 \$250

This line covers the cost of electricity for the meeting house.

PARKS & RECREATION

The Parks & Recreation budget is managed partially by the Parks & Recreation Commission and partially by the Board of Selectmen. Most of the budget is allocated for the Allentown Community Center with a smaller amount for Volunteers Park. The Parks & Recreation Commission is currently not active as there are no commissioners at this time.

The new community center at the Whitten Street Park opened for operations in the middle of June of 2016. The Town has had a public/private partnership with the Boys & Girls club for the last 12 years. The Town provides and maintains the facilities while the B&G Club provides the staffing/programming. The Town entered into a similar public/private partnership with the

Belknap-Merrimack Community Action Program which operates the senior’s center. The senior center has dedicated and shared space within the new facility.

The B&G Club summer program was able to take 75 children into the summer camp program when we had the two portable classrooms on the Whitten Street Park site. With the new facility we have 120 children participating in the program. The afterschool program will open in September when the children return to school. The senior center program is also very active. The Meals on Wheels program is operated out of the kitchen at the community center. The B&G Club operates a meals program to children and their families in need.

Volunteers Park is located off of River Rd. at the corner of Wall St. The park has two softball and one soccer field. The Suncook Soccer League and the Suncook Softball League use the field and help in maintaining it.

1.4520.10.320 P&R Boys & Girls Club

Appropriated in 2017	\$16,000
Requested in 2018	\$16,000

The Town of Allenstown does not operate its own summer recreation program as some other communities do. The Town has partnered with the B&G Club to provide this programing. The Town provides the facilities to operate the program and subsidizes the cost for low income children from Allenstown to participate in the program.

1.4520.20.110 P&R Maintenance Person Salary

Appropriated in 2017	\$12,367
Requested in 2018	\$13,032

The Allenstown Community Center building was completed on June 1st, 2016. The 2017 Budget year provided us with a full assessment of the number of hours needed to maintain the facility. We have allotted for an average of 20 hours per week for this position. The maintenance person provides custodial services, light maintenance tasks and snow removal from the walkways/building entrances. The hours are flexed as needed.

The maintenance person is split between the maintenance at the community center for an average of 20 hours per week and 9 hours each week at the Town Hall. The budget for the 20 hours is represented here. The additional 9 hours for Town Hall is budgeted under General Government Buildings. The increase in salary is based upon a step adjustment from the wage

classification system and the 2% COLA step scale adjustment on the employee’s anniversary date.

Town Hall Maintenance

\$12.12 X 9 hours per week for 17 weeks = \$1,855

\$12.73 X 9 hours per week for 35 weeks = \$4,010

TOTAL: \$5,865

Community Center Maintenance

\$12.12 X 20 hours per week for 17 weeks = \$4,121

\$12.73 X 20 hours per week for 35 weeks = \$8,911

TOTAL: \$13,032

1.4520.20.301 P&R IT Services

Appropriated in 2017	\$0
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Requested in 2018	\$0
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This line covers the cost of IT services for the community center and for a general email for the commission.

1.4520.20.411 Sewer

Appropriated in 2017	\$600
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Requested in 2018	\$800
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This line covers the cost of municipal sewer service at the community center.

1.4520.20.412 Water

Appropriated in 2017	\$800
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Requested in 2018	\$900
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This line covers the cost of municipal water service at the community center provided by Pembroke Water Works. The increase is due to a full year’s projected cost was 2017 the first

full year the community center will be operational. This line also covers the cost of water at the Volunteers Park.

1.4520.20.435 Building Repairs/Maintenance

Appropriated in 2017 \$7,000

Requested in 2018 \$7,000

This line covers the cost of repairs and maintenance to the community center and anything needed at Volunteers Park.

1.4520.20.463 Equipment Repairs/Maintenance

Appropriated in 2017 \$1,000

Requested in 2018 \$ 1,000

This line covers the cost of repairs to Parks & Recreation equipment such as the tractor, snow blower, etc...

1.4520.20.530 Telephone/Modem/Internet

Appropriated in 2017 \$1,030

Requested in 2018 \$850

This line covers the cost of VoIP services to the community center for a full year.

TSE VoIP Service \$ 65 per month X 12 = \$780

Northeast Security Agency-Security Alarm \$250 annually

1.4520.20.540 Advertising

Appropriated in 2017 \$100

Requested in 2018 \$0

This line covers the cost of any legal advertising or job postings related to the P&R.

1.4520.20.605 Office Supplies

Appropriated in 2017 \$50

Requested in 2018 \$50

This line covers the cost of office supply type items. The amount expended in 2015 was \$249.

1.4520.20.610 General Supplies

Appropriated in 2017	\$2,000
Requested in 2018	\$2,000

The cost of all other supplies are included in this line. The biggest cost is hand soap, paper towels, toilet paper, cleaning supplies, etc... The increase is due to the new community center.

1.4520.20.621 Heat

Appropriated in 2017	\$8,500
Requested in 2018	\$8,500

The community center utilizes natural gas to heat the building. We will not know what our costs will be to heat the building until we go through a full winter season.

1.4520.20.622 Electricity

Appropriated in 2017	\$12,500
Requested in 2018	\$13,000

The community center began operations in June of this year. We will continue to assess our electrical costs. The cost of heating and air conditioning are the major drivers of electricity use. The lights are the most efficient LED units available at this time. We will have a better idea of our actual electricity costs after a full year of operation. We also provide electricity for Volunteers Park.

1.4520.702 Landscape Maintenance

Appropriated in 2017	\$1,000
Requested in 2018	\$1,000

This line covers the cost of landscape maintenance for Volunteers Park and the community center. The line was reduced as the Suncook Softball League pays the cost of most of the maintenance of Volunteers Park.

PATRIOTIC

1.4583.10.690 Flags

Appropriated in 2017	\$50
Requested in 2018	\$50

This line represents the cost of purchasing the flag for the park in front of Town Hall.

1.4589.90.390 Old Home Day

Appropriated in 2017	\$2,000
Requested in 2018	\$2,000

This line represents the cost share between Allenstown and Pembroke for the Old Home Day event. The Old Home Day Committee utilizes these funds to organize the parade and other events for the annual festivities.

1.4589.90.391 Christmas in Suncook

Appropriated in 2017	\$300
Requested in 2018	\$300

This line represents the cost share between Allenstown and Pembroke for the annual Christmas Parade that occurs on Main St. in Suncook Village.

PERSONNEL

The Personnel Budget encompasses the associated wage driven costs, health insurance, dental insurance, life insurance and the merit pool.

1.4155.20.210 Health Insurance

Appropriated in 2017	\$249,861
Requested in 2018	\$221,149

This line represents the employers cost of the health insurance premiums for those employees who are eligible for this benefit. Only full time employees are eligible for this benefit. The cost share of the premiums at present are 80% employer and 20% employee. There was 17.4% increase in health insurance cost in 2016. The rates for 2018 are 10.8% less than the rates for 2017. The health insurance plan for 2017 was changed from a standard HMO to the HMO Site of Service Plan. This plan will resulted in a deductible of \$500 for each employee as well as

higher copays for specialist visits. The previous plan (2016) did not have a deductible. The present cost projection was made with a 7% increase. As indicated we will adjust when the actual rate is determined.

1.4155.20.212 Health Reimbursement Account

Appropriated in 2017	\$38,500
Requested in 2018	\$38,500

This is a new line created for the health reimbursement account. The HRA subsidizes the cost of the health insurance plan in the amounts of \$500 for single employees and \$2,500 for two person and family plans.

1.4155.20.310 HRA & FSA Fees

Appropriated in 2017	\$2,651
Requested in 2018	\$1

This was a new line created for the management of the health reimbursement accounts and the flexible spending accounts in 2017. Health Trust will manage the Flexible Spending Accounts and the Health Reimbursement Account through a third party contract with Benefits Strategies.

1.4155.20.211 Dental Insurance

Appropriated in 2017	\$22,040
Requested in 2018	\$22,040

This line represents the employers cost of the dental insurance premiums for those employees who are eligible for this benefit. Only full time employees are eligible for this benefit. The cost share for the premiums at present are 80% employer and 20% employee. The rate for 2018 increased by 2% however we believe we will be able to cover this cost with increasing the budgeted amount due to the number and type of plans being used presently and projected.

1.4155.20.215 Group Life Insurance

Appropriated in 2017	\$16,600
Requested in 2018	\$16,600

This line covers the cost of life insurance and short term disability insurance for full time employees.

1.4155.20.220 Social Security

Appropriated in 2017	\$49,250
Requested in 2018	\$54,892

This line represents the employers cost of the social security tax for those employees who are required to participate in the social security system. The cost of social security for Library personnel is in the Library Budget.

1.4155.20.225 Medicare

Appropriated in 2017	\$22,500
Requested in 2018	\$22,691

This line represents the employers cost of the medicare tax for all employees. The cost of Medicare for Library personnel is in the Library Budget.

1.4155.20.230 Employee Retirement

Appropriated in 2017	\$59,000
Requested in 2018	\$66,736

This line represents the employers cost for retirement contributions for all full time employees other than police and fire personnel. The rate is 11.38%. This rate took effect on 7/1/2017. The increase is due to salary increases and a full year at the new NHRS rate.

1.4155.20.231 Police Retirement

Appropriated in 2017	\$165,465
Requested in 2018	\$186,163

This line represents the employers cost for retirement contributions for all full time police officers. There are presently ten full time police officer positions. The rate is 29.43% as of 7/1/2017. The increase in this line is due to salary increases and a full year at the new rate.

1.4155.20.232 Fire Retirement

Appropriated in 2017	\$38,771
Requested in 2018	\$15,726

This line represents the employers cost for retirement contributions for the two full time firefighters. The rate is 31.89% as of 7/1/2017. The decrease in this line is based due to changing the fire chief position from a full time to a part time position.

1.4155.20.233 TA Retirement

Appropriated in 2017	\$8,870
Requested in 2018	\$9,386

This line represents the employers cost for the TA’s retirement contribution, 457b plan. The rate is 11.38% which coincides with the NH Retirement System rate. The increase in cost is based upon salary changes and a full year at the new rate.

1.4155.20.250 Unemployment Compensation

Appropriated in 2017	\$0
Requested in 2018	\$0

This line represents the cost of the Unemployment insurance program for all town employees through Primex. Due to a premium holiday we have a credit on our account which we anticipate will cover the cost for 2018.

1.4155.20.260 Workers Compensation

Appropriated in 2017	\$37,512
Requested in 2018	\$47,402

This line represents the cost of Workers Compensation insurance through Primex for all town employees and volunteer staff. We have a three year agreement with Primex which caps the rate of increase at no more than 10%. The increase is due to a projected increase of 5% as well as the impact of the increase in salary base.

PLANNING BOARD

1.4191.10.240 Training

Appropriated in 2017	\$250
Requested in 2018	\$250

This is to cover trainings and workshop available to our planning board members.

1.4191.10.301 IT Services

Appropriated in 2017	\$72
Requested in 2018	\$120

This is the cost for a planning board email addresses.

1.4191.10.310 Minute Transcription

Appropriated in 2017	\$900
Requested in 2018	\$900

This line covers the cost of paying the board secretary for generating the minutes, agendas, generating abutter's notifications, etc...

1.4191.10.320 Legal

Appropriated in 2017	\$4,500
Requested in 2018	\$4,500

This line covers the cost of legal services by Town Counsel, DTC law firm.

1.4191.10.330 Contracted Services

Appropriated in 2017	\$3,000
Requested in 2018	\$3,500

This line covers the cost of the Planning Consultant from Central New Hampshire Regional Planning Commission.

1.4191.10.331 Master Plan Update

Appropriated in 2017 \$0

Requested in 2018 \$0

This line represented the cost of updating the town’s master plan. The fixed amount was paid to CNHRPC which facilitated and wrote the plan based upon public input and the input of town officials. This two year project is now paid for.

1.4191.10.341 Computer/Software

Appropriated in 2017 \$100

Requested in 2018 \$100

1.4191.10.540 Advertising

Appropriated in 2017 \$500

Requested in 2018 \$500

This line covers the cost of public hearing notices required by statute for the Planning Board. Examples would be zoning regulation, site plan regulations, subdivision regulations changes.

1.4191.10.560 Dues/Publications

Appropriated in 2017 \$100

Requested in 2018 \$100

This line covers the cost of books and other publications in regards to statutory, regulatory and rules changes.

1.4191.10.605 Supplies

Appropriated in 2017 \$100

Requested in 2018 \$200

This line covers the cost of office supplies for the Planning Board.

1.4191.10.611 Postage

Appropriated in 2017 \$300

Requested in 2018 \$500

This line covers the cost of postage to include certified mail that the Planning Board utilizes.

Social Services

1.4415.50.330 Health Agencies

Appropriated in 2017	\$22,207
Requested in 2018	\$22,207

The Merrimack-Belknap County Community Action Program provides a host of services to residents of the Town of Allenstown. CAP operates a satellite office in Pembroke that serves the citizens of Allenstown. Amount appropriated for this agency is **\$18,207**

The CASA (Court Appointed Special Advocate) program is composed of volunteers who advocate in the courts for abused and neglected children. CASA is requesting **\$500** for the 2017 Budget.

CFS (Child and Family Services) made a request for **\$3,500** for this year. CFS provides a variety of services to children, seniors and individuals with disabilities.

TAX COLLECTOR

1.4150.40.110 Tax Collector Salaries

Appropriated in 2017	\$6,173
Requested in 2018	\$7,507

This line represents the cost of the salary for the Tax Collector and Deputy Tax Collector. The salaries in this budget are split with the new Municipal Agent Supervisor and Municipal Agent Clerk positions. The amount budgeted is based upon a percentage share of the Town Clerk/Tax Collector/Municipal Agent Supervisor costs. The cost share is 10%/10%/80% respectively to more accurately show the percentage of time spent on each function for this full time position. The full salary of the person filling the three functions is detailed below. There are wage adjustments for both persons filling these positions to place them on the correct step they should be on for their years of service and grade. The steps have also been adjusted for a 2%

COLA increase which will take effect on the respective employees anniversary date. The cost is divided up as indicated below.

Municipal Agent Supervisor:

$\$22.66 \times 32 \text{ hrs.} \times 11 \text{ wks.} = \$7,977$
 $\$25.04 \times 32 \text{ hrs.} \times 41 \text{ wks.} = \$32,853$ Total \$40,830

Town Clerk:

$\$22.66 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \998
 $\$25.04 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$4,107$ Total \$5,105

Tax Collector:

$\$22.66 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \998
 $\$25.04 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$4,107$ **Total \$5,105**

TOTAL SALARY = \$51,040

The Deputy Tax Collector position is also a split position with the position of Municipal Agent Clerk. The split is 90% Municipal Agent Clerk and 10% Deputy Tax Collector. There is no COLA increase budgeted for 2017. The increase is a result of a step adjustment from the wage classification system. This position is 20 hours per week with 5 weeks of full time coverage when the Municipal Agent Supervisor/Tax Collector is on vacation, sick leave, training or other type of leave.

Municipal Agent Clerk:

$\$16.58 \times 18 \text{ hrs.} \times 44 \text{ wks.} = \$13,132$
 $\$16.91 \times 18 \text{ hrs.} \times 8 \text{ wks.} = \$2,436$
 $\$16.58 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,985$
 $\$16.91 \times 36 \text{ hours} \times 5 \text{ weeks} = \$3,044$

Municipal Agent Clerk TOTAL = \$21,597

Deputy Town Clerk/Tax Collector:

$\$16.58 \times 2 \text{ hrs.} \times 44 \text{ wks.} = \$1,460$

\$16.91 X 2 hrs. X 8 wks. = \$271

\$16.58 X 4 hours X 5 weeks = \$332

\$16.91 X 4 hours X 5 weeks = \$339

Deputy Tax Collector TOTAL = **\$2,402**

1.4150.40.320 Lien Releases

Appropriated in 2017: \$1,800

Requested in 2018: \$1,800

This line represents the amount paid to The Registry of Deeds for recording the liens that are released from real property as the bills are paid in full. This bill varies in amount relative to the number of liens that are released and is received and processed on a monthly basis. There is an offsetting revenue added to the cost of executing the lien.

1.4150.40.330 Mortgagee Research

Appropriated in 2017: \$4,700

Requested in 2018: \$4,700

This line pertains to the costs paid by the Tax Collectors Office to have our mortgagee research done by an outside source prior to the town's liening and /or deeding of property for delinquent payment. This is a legal requirement that would otherwise be very time consuming and potentially quite expensive for the town if not done correctly. This amount is offset by revenue received back from the property owner upon the redemption of their lien or payment to avoid deeding.

1.4150.40.341 Tax Collection Software

Appropriated in 2017: \$2,702

Requested in 2018: \$2,702

This line represents the portion of the costs of the annual license fee for the Avitar Tax Collection Software Module.

1.4150.40.345 Tax Billing Service

Appropriated in 2017: \$1,400

Requested in 2018: \$1,400

The cost of the tax billing service was previously recorded in the office supplies line. This new line has been created to comply with the DRA accounting codes. This line encompasses the costs incurred while producing the tax bills for both semi-annual billing cycles in July and December.

1.4150.40.560 Dues/Subscriptions/Conferences

Appropriated in 2017: \$1,000

Requested in 2018: \$1,000

This line represents the cost of attendance for the Tax Collector attending the annual Tax Collectors Convention as well as other educational seminars held periodically throughout the year. These conventions are highly educational and provide excellent education and support.

1.4150.40.611 Postage

Appropriated in 2017: \$5,900

Requested in 2018: \$6,000

This line represents the mailings done by the Tax Collectors Office. Examples include but are not limited to certified letters for NSF payments received, prospective liens, and impending deeds. Correspondence with Registry of Deeds, as well as, Allenstown residents is also included. The Tax Collector does a lot of certified mailings as required by law.

1.4150.40.605 Office Supplies

Appropriated in 2017: \$100

Requested in 2018: \$100

The costs in this line have previously been associated to the cost of the paper that the bills are printed on as well as the envelopes that the bills are mailed out in. Now that we have a tax billing service the majority of this budget has been moved to that line.

Town Clerk

1.4140.10.110 Town Clerk Salaries

Appropriated in 2017 \$5,664

Requested in 2018 \$5,105

This line represents the cost of the salary for the Town Clerk and Deputy Town Clerk. The salaries in this budget are split with the new Municipal Agent Supervisor position and Tax Collector position. The amount budgeted is based upon a percentage share of the Town Clerk/Tax Collector/Municipal Agent Supervisor costs. The cost share is 10%/10%/80% respectively to more accurately show the percentage of time spent on each function for this full time position. The full salary of the person filling the three functions is detailed below. There is a wage adjustment for the Town Clerk/Tax Collector/Municipal Agent Supervisor positions to place the person filling the positions on the correct step they should be on for their years of service and grade. The steps have also been adjusted for a 2% COLA increase which will take effect on the employee's anniversary date. The cost is divided up as indicated below.

Municipal Agent Supervisor:

\$22.66 X 32 hrs. X 11 wks. = \$7,977
 \$25.04 X 32 hrs. X 41 wks. = \$32,853 Total \$40,830

Town Clerk:

\$22.66 X 4 hrs. X 11 wks. = \$998
 \$25.04 X 4 hrs. X 41 wks. = \$4,107 **Total \$5,105**

Tax Collector:

\$22.66 X 4 hrs. X 11 wks. = \$998
 \$25.04 x 4 hrs. X 41 wks. = \$4,107 Total \$5,105

TOTAL SALARY = \$51,040

1.4140.10.560 Dues/Conferences

Appropriated in 2017: \$750

Requested in 2018: \$750

This line represents the cost of attendance to the Town Clerk for attending the annual Town Clerks Convention as well as other educational seminars help periodically throughout the year. These conventions are highly educational and provide excellent education and support.

1.4140.10.610 Supplies

Appropriated in 2017: \$300

Requested in 2018: \$400

This line includes the costs of materials needed in order to process the licensing of dogs in Allenstown. These materials are the actual metal dog tags issued as well as the small metal rings that attach in addition to the perforated paper that the dog licenses are printed on. There is a \$100 increase due to increasing cost of goods as well as an increasing number of dog owners in Allenstown.

1.4140.20.110 Supervisors of the Checklist

Appropriated in 2017: \$3,245

Requested in 2018: \$3,245

This line encompasses the monies paid to the Supervisors of The Checklist. This is their monthly stipend.

1.4140.20.301 Computer Update

Appropriated in 2017: \$250

Requested in 2018: \$250

This is the cost of the annual maintenance of the ballot machine.

1.4140.20.540 Advertising

Appropriated in 2017: \$50

Requested in 2018: \$50

This line pertains to possible advertising that may be done by either the town clerk, moderator, or supervisors of the checklist relating to upcoming elections.

1.4140.30.100 Ballot Clerks Salaries

Appropriated in 2017: \$600

Requested in 2018: \$1,800

This line includes the compensation paid to the ballot clerks for working each election. The amount needed on this line fluctuates in accordance with the number of elections each year. 2018 will have 3 elections and 1Town Meeting.

8 ballot clerks X \$75/election X 3 election = \$1,800

1.4140.30.310 Minutes Transcription

Appropriated in 2017: \$250

Requested in 2018: \$275

This line represents the costs pertaining to the preparation of the minutes of the deliberative session.

1.4140.30.550 Election Printing

Appropriated in 2017: \$4,000

Requested in 2018: \$5,000

This line reflects the costs of printing ballots for the elections. Unfortunately, not knowing how many warrant articles may be placed upon the town ballot makes it a little harder to estimate these costs.

1.4140.30.610 Election Supplies

Appropriated in 2017: \$1,000

Requested in 2018: \$1,200

This line expresses the costs of election supplies such as marking pens, tapes, folders etc. It also encompasses the allowance for meals during the elections for election staff.

1.4140.30.611 Election Postage

Appropriated in 2017: \$100

Requested in 2018: \$300

This line includes the cost of postage as related to the elections processes. Examples are the mailings of absentee ballots and correspondence with HAVA.

1.4140.30.750 Booths and Polling Place

Appropriated in 2017: \$1,000

Requested in 2018: \$1,000

This line includes the cost of St. John's Parish Hall for the elections as well as a small reserve for replacing any booths that may need to be replaced.

1.4140.31.100 Moderator Salary

Appropriated in 2017: \$300

Requested in 2018: \$600

This represents the amount paid to the moderator. He receives approximately \$150.00/ event requiring his services. This year that will be the Deliberative Session as well as three elections.

\$150 X 4 = \$600

TREASURER

1.4150.50.100 Treasurer Salary

Appropriated in 2017 \$3,600

Requested in 2018 \$3,600

This line represents the cost of the annual stipend to the Treasurer. The Deputy Treasurer is provided with a stipend of \$300 per year.

1.4150.50.605 Office Supplies

Appropriated in 2107 \$150

Requested in 2018 \$150

This line represents the cost of office supplies needed by the Treasurer.

WELFARE

The Welfare Administrator position was a split position with the Finance Director at 20 hours for each position. The number of actual hours dedicated to the Welfare Administrator function average approximately 5 hours per week. The position has been reorganized as a split position with the Administrative Assistant at Town Hall. This allows for more efficient use of Town Hall Staff's time and abilities.

1.4441.10.110 Welfare Salary

Appropriated in 2017: \$5,000

Requested in 2018: \$5,256

Administrative Assistant Salary

$\$20.11 \times 35 \text{ hours per week} \times 39 \text{ weeks} = \$27,451$

$\$20.51 \times 35 \text{ hours per week} \times 13 \text{ weeks} = \$9,333$

TOTAL \$36,784

Welfare Administrator (reflected in Welfare Budget)

$\$20.11 \times 5 \text{ hours per week} \times 39 \text{ weeks} = \$3,922$

$\$20.51 \times 5 \text{ hours per week} \times 13 \text{ weeks} = \$1,334$

TOTAL= \$5,256

This line encompasses the salary paid to the Welfare Administrator for 5 hours of the 40 hour work week for appropriate number of pay periods per year. The increase is as result of step increase on the employees anniversary date as well as a 2% COLA adjustment on the step scale. The other 35 hours of the 40 position are funded in the Executive Salaries line. This position is split by one person performing both tasks.

1.4441.10.341 Computers/Software

Appropriated in 2017: \$300

Requested in 2018: \$300

The Town of Allentown is using the Statewide GAP software. This is a welfare program that checks a statewide database and assist towns in determining where clients have previous been. This allows us to contact other towns to determine eligibility. It is an accounting software to track how much each client is receiving in benefits. It will also provide statistical data for reporting purposes.

1.4441.10.560 Dues and Publication

Appropriated in 2017: \$150

Requested in 2018: \$150

This line covers the cost of membership dues to the Welfare Director's Association and additional trainings that maybe available during the 2018 budget year.

1.4441.10.611 Postage

Appropriated in 2017:	\$75
Requested in 2018:	\$ 75

This line has been budgeted based on the current postage usage.

1.4442.10.800 Misc.

Appropriated in 2017:	\$80
Requested in 2018:	\$80

This line is used for unusual welfare situations that don't fall in any other budget line.

1.4442.10.810 Rent

Appropriated in 2017:	\$33,100
Requested in 2018:	\$33,100

This line pays for rental assistance on a temporary basis for those who qualify under the welfare guidelines.

1.4442.10.820 Food

Appropriated in 2017:	\$400
Requested in 2018:	\$400

This line is used to cover emergency food costs for applicants who qualify. We have been successful in directing applicants to the food pantries such as the CAP office in Pembroke to limit out costs.

1.4442.10.830 Electricity

Appropriated in 2017:	\$2,000
Requested in 2018:	\$2,000

This line covers the cost of assisting applicants who qualify to pay their electric bills. The Welfare Department will require applicants to apply for electrical assistance once we assist with their initial request.

1.4442.10.850 Heat

Appropriated in 2017: \$3,200

Requested in 2018: \$3,200

This line covers the cost of emergency fuel assistance not covered under the federal program. If this program is reduced or eliminated the cost to the Town will increasing significantly. The Welfare Department will require applicants to apply for fuel assistance once we assist with their initial request.

1.4442.10.860 Medical

Appropriated in 2017: \$ 450

Requested in 2018: \$ 450

This line covers the cost for medical prescriptions not covered by other programs. The Welfare Department will require applicants to apply for other medical programs such as Community Bridges and prescription programs that fit their needs.

1.4442.10.870 Burial

Appropriated in 2017: \$1,500

Requested in 2018: \$1,500

This line has stayed the same based on the data collected from the budget analysis and the current budget spending trends. The cost of a pauper’s funeral is \$750 per person; I have budgeted for 2 per year.

ZONING BOARD OF ADJUSTMENT

1.4191.30.310 Minutes Transcription

Appropriated in 2017 \$750

Requested in 2018 \$0

This line covers the cost of the payment to the transcriptionist who transcribes the minutes from the ZBA meeting. This line was removed from the ZBA budget and placed in the Executive Budget in the Minutes line. This allows for easier tracking and payroll cost allocation.

1.4191.30.320 Legal

Appropriated in 2017	\$ 2,000
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Requested in 2018	\$ 2,000
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This line covers the cost of town council representation when needed by the board. Depending upon how many cases the ZBA has during the year this could be expended very quickly. The ZBA uses the Town Counsel as their law firm.

1.4191.30.540 Advertising

Appropriated in 2017	\$847
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Requested in 2018	\$847
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This line represents the cost of legal advertisements for appeals to the ZBA as well as any rule changes made by the ZBA.

1.4191.30.560 Dues/Training

Appropriated in 2017	\$400
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Requested in 2018	\$400
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This line represents the cost of professional dues and training for ZBA members.

1.4191.30.611 Postage

Appropriated in 2017	\$800
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Requested in 2018	\$800
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This line represents the cost of notices to abutters for ZBA appeals and other necessary correspondence.

1.4191.30.640 Publications

Appropriated in 2017	\$0
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Requested in 2018	\$0
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We have eliminated this line based on information and RSAs are available on the internet.

Revenues

Taxes

01.3185.10.000 Yield Tax

Appropriated in 2017	\$1,000
Requested in 2018	\$0

This line is the estimated income on timber intent to cut permits. At the present time there are no large scale timber cutting projects.

01.3186.10.000 Payments in Lieu of Taxes

Appropriated in 2017	\$4,500
Requested in 2018	\$5,300

This line is the estimated income on compensation to a local government for some of the tax revenue that it loses because of the nature of the ownership or use of a particular piece of real property.

01.3190.10.000 Property Tax Interest Current Year

Appropriated in 2017	\$ 45,000
Requested in 2018	\$ 42,000

This line represents the amount of interest received on late payment of current year taxes.

01.3190.11.000 Lien Interest for Prior Year Taxes

Appropriated in 2017	\$65,000
Requested in 2018	\$57,000

This line represents the amount of income received on prior year tax liens.

01.3190.41.000 Excavation Tax

Appropriated in 2017	\$ 1,000
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Requested in 2018 \$ 0

This line represents the amount of income received on current year excavation removal from gravel pits.

Licenses, Permits and Fees

01.3210.10.000 Business Licenses

Appropriated in 2017 \$375

Requested in 2018 \$375

This line represents the amount of income received on UCC Licenses. The NH Secretary of State sends us quarterly payments.

01.3210.30.000 Motor Vehicles Registrations

Appropriated in 2017 \$640,000

Requested in 2018 \$640,000

This line represents the amount of income received on motor vehicle registrations. The trend has been on the increase in the past few years, but we anticipate this will level off.

01.3230.10.000 Building Permits

Appropriated in 2017 \$6,000

Requested in 2018 \$10,000

This line represents the amount of income received on building permits. The low inventory of housing and the improvements in the economy have led to additional construction.

01.3290.10.000 Dog Licenses

Appropriated in 2017 \$3,000

Requested in 2018 \$3,000

This line represents the amount of income received on dog licenses.

01.3290.20.000 Dog Fines

Appropriated in 2017 \$700

Requested in 2018 \$600

This line represents the amount of income received on dog late registration and dog fines. The trend is showing a decrease in revenues for this department due to the lack of license enforcement.

01.3290.30.000 Marriage Licenses

Appropriated in 2017 \$125

Requested in 2018 \$125

This line represents the amount of income received when a couple applies for a marriage license. The town receives \$7 per license that the Town Clerk processes.

01.3290.50.000 Vital Records

Appropriated in 2017 \$125

Requested in 2018 \$1,200

This line represents the amount of income received for copies of marriage, death, birth, and divorce certificates. The town receives \$7 for the first certificate and \$5 for each additional certificate purchased at the same time. There has been an increase in the number of requests for these documents.

01.3290.90.000 Zoning Fees

Appropriated in 2017 \$350

Requested in 2018 \$350

This line represents the amount of anticipated fees received when a resident or business owner applies for a variance for special exception. These are administrative fees that offset the cost incurred by the board performing this function.

01.3290.91.000 Planning Fees

Appropriated in 2017 \$4,000

Requested in 2018 \$2,000

This line represents the amount of anticipated fees received when a resident or business owner applies to appear before the planning board. These are administrative fees that offset the cost by the board performing this function. We have seen a decrease in the number of applications over the previous several years.

01.3302.10.000 School Department Shared Cost

Appropriated in 2017	\$1,800
Requested in 2018	\$ 1, 800

This line represents reimbursement from the school for their share of the cost such as the printing of the town report.

State Sources

01.3351.10.000 Meals and Room Tax

Appropriated in 2017	\$210,000
Requested in 2018	\$210,000

This line represents the town’s share from the state rooms and meals tax.

01.3353.10.000 Highway Block Grant

Appropriated in 2017	\$86,500
Requested in 2018	\$86,500

This line represents the town’s share from the state distribution of the Highway Block Grant.

01.3356.10.000 State & Federal Forest Reimbursement

Appropriated in 2017	\$2,500
Requested in 2018	\$1,000

This line represents the reimbursement from other communities when we assist with a forest fire.

Charges for Services

01.3401.22.000 Income from Police Department

Appropriated in 2017	\$3,200
Requested in 2018	\$2,800

This line represents the fees collected for parking tickets, police reports, and pistol permits. Actual year to date 2017 is down due to rescission of law that requires concealed carry permits; therefore budget reduced.

01.3401.25.000 Traffic Enforcement Grants

Appropriated in 2017	\$12,000
Requested in 2018	\$0

This line represents the traffic Enforcement Grant which the Police Department applied and the town accepted.

01.3401.30.000 Income from Fire Department

Appropriated in 2017	\$1,000
Requested in 2018	\$1,000

This line represents the fees charged by the fire department for blasting and burner permits.

01.3404.10.000 Residential Refuse Charges

Appropriated in 2017	\$2,000
Requested in 2018	\$2,000

This line represents the fees charged by the highway department for disposing of certain items at the transfer station.

01.3405.10.000 Franchise Fees

Appropriated in 2017	\$41,000
Requested in 2018	\$49,000

This line represents the franchise fees paid by Comcast Xfinity to the town.

Miscellaneous Revenues

01.3502.10.000 Interest on Checking

Appropriated in 2017	\$800
Requested in 2018	\$2,000

This line represents the amount received in interest dividends on the town's investment account.

01.3504.10.000 Fines from Court

Appropriated in 2017	\$700
Requested in 2018	\$700

This line represents the court fines received by the town from Allenstown court cases.

01.3504.15.000 Zoning Fines

Appropriated in 2017	\$24,000
Requested in 2018	\$0

This line represents fines for zoning violations.

01.3507.10.000 NSF Fees

Appropriated in 2017	\$150
Requested in 2018	\$150

This line represents the fees paid by residents for writing an NSF check to the Town of Allenstown.

01.3509.10.000 Welfare Reimbursements

Appropriated in 2017	\$2,000
Requested in 2018	\$1,000

This line represents the amount that is paid back for welfare assistance when a lien is placed against a property which later sells. Budget adjusted downward to reflect 2017 actual experience.

01.3509.20.000 Miscellaneous Income

Appropriated in 2017 \$1,800

Requested in 2018 \$500

This line represents the amount that is paid for copies, yard sale permits, minutes from meetings and miscellaneous items.

Other Financing Sources

01.3939.90.000 Budgetary Use of Fund Balance

Appropriated in 2017 \$0

Requested in 2018 \$0

This line represents the amount of funds that the voters decide to transfer to capital reserve accounts at town meeting.