

APPLICATION

for

CLEAN WATER STATE REVOLVING FUND (SRF) LOAN

**NEW HAMPSHIRE DEPARTMENT OF
ENVIRONMENTAL SERVICES**

PROJECT:

***Asset Management Program for the
Wastewater Collection and Treatment System***

Prepared for:

Town of Allenstown, New Hampshire

November 2015

Prepared by:

Hoyle, Tanner
& Associates, Inc.

150 Dow Street
Manchester, New Hampshire 03101



CWSRF LOAN APPLICATION
 Water Division
 Wastewater Engineering Bureau



RSA/Rule: RSA 486:14

1. Location of the Project Town of Allenstown
 (city, town, county etc.)

Town of Allenstown,
 (legal name of applicant)

16 School St, Allenstown, NH 03275
 (address of applicant)

2. Hereby makes application to the State of New Hampshire for loan assistance for the project as described below (Project name, purpose, need, and description):

Currently Allenstown has an inventory of their horizontal asset part of the grant will include vertical assets to the inventory. Prioritization of Asset will be done using condition or probability of failure and consequence of failure to develop a risk matrix for the assets. Assets will be put into an Asset Management software (VUEWorks) allow the use of it full management capabilities. The software will provide information that can be used in the development of a Capital Improvement Program (CIP) . As part of the AM program Allenstown Sewer Commission will put two percent of their operation and maintenance budget yearly for a minimum of 5 years. This account will be used on equipment or infrastructure identified in the asset management program.

3. Amount of Loan Requested \$ 30,000 Term of Loan Requested 5 (Years)

4. **COST INFORMATION**

Estimated Construction Cost\$ N/A

10% Construction Contingency.....\$ N/A

Estimated Engineering Costs\$30,000
 (if unknown, assume 15% of construction costs)

Other (please specify below)

\$ N/A

Total Estimated Costs\$30,000

5. If the Total Estimated Cost of project exceeds the requested loan amount, provide the amount and anticipated source(s) of other funding:

6.

CONTACT INFORMATION

Administrative: Andrea Martel 603-485-5600 amartel@allentownnh.gov

Name Phone email

Financial/Contractual: Shaun Mulholland 603-485-4276 smulholland@allentownnh.gov

Name Phone email

Technical/Engineering: John Jackman 603-289-8285 jjackman@hoyletanner.com

Name Phone email

7.

ESTIMATED PROJECT SCHEDULE

Bid Opening N/A

Begin Construction N/A

Project Substantial Completion N/A

Initiation of Operation N/A

8.

SUPPORTING DOCUMENTATION

The following supporting documentation is required as part of this application:

- a. Estimated cash flow requirement. (See Attachment A)
- b. Source of loan repayment funds. (See Attachment B)
- c. For planning, design, and construction projects, an engineering report outlining need, alternative evaluation, cost-effective analysis (capital, operation and maintenance, and current facilities plan information). (See Attachment C) Not Applicable
- d. Resolution adopted by the municipality or Board of Directors authorizing the filing of the SRF application and indicating position title(s) or person(s) who will act as the loan's Authorized Representative and sign loan documents on behalf of the applicant (shall be certified and sealed by the town clerk). (See Attachment D)
- e. Evidence of approval from a governmental authority or Board of Directors to raise, appropriate and spend the requested funds on the above described project. Include a certified copy of the warrant article or other evidence of authority to appropriate funds for the project. (See Attachment E)
- f. Evidence of project approval through the New Hampshire Intergovernmental Review Process. (See Attachment F; (request for IRP to the Office of State Planning is sufficient)

- g. A letter signed by the Authorized Representative certifying that the applicant has the financial capability to support both the project loan repayment and continuing operation and maintenance. The letter should also identify the source of the repayment funds. (See Attachment G).
- h. A letter signed by the Authorized Representative certifying that the public entity receiving the loan will conduct and report on a financial audit (including compliance and controls) in accordance with the requirements of Office of Management and Budget Circular A-133 in any fiscal year it receives federal funding from any source in excess of \$750,000. (See Attachment H)
- i. A letter signed by the Authorized Representative stating whether or not the applicant has any debt outside the NH Municipal Bond Bank and, if the debt is rated, provide the rating. (See Attachment I)
- j. A letter signed by the Authorized representative certifying that the loan recipient will develop and implement a fiscal sustainability plan, or certifying that such a plan has been developed and implemented. (See Attachment J)
- k. Provide a copy of the applicant's latest annual financial report. (See Attachment K)
- l. Provide the following information regarding the project and the Applicant's Wastewater Treatment Facility to the extent applicable and available: (See Attachment L)

	WWTF	This Project
Resident Population Served		
Non-Resident Population Served		
Wastewater Volume		
Physical Location (address)		
NPDES Permit No.		N/A

- m. Provide the Applicant's active:
9-digit Data Universal Numbering System (DUNS) number: 122860559
- n. Provide the congressional district where the project is located: Greater Manchester
- o. Percentage and associated dollar amount of the project that is attributable to green infrastructure, water or energy efficiency, or environmental innovation: 0%
- p. For construction loans, provide a completed Environmental Review Document if bid opening is expected within six months. (See Attachment) Not Applicable

9. The attachments are hereby made part of this application and the undersigned representative of the Applicant certifies that the information in the application and in the attachments is true, correct, and complete to the best of the representative's knowledge and belief.

Nov 23, 2015

(date)

(signature of Authorized Representative)

(title)

ATTACHMENT A

ESTIMATED CASH FLOW REQUIREMENT

Cash Flow for the SRF Loan

Project: Asset Management

Month/year		Estimated Cash Draw
November-15		\$2,000.00
December-15		\$2,000.00
January-16		\$2,000.00
January-16		\$2,000.00
March-16		\$2,000.00
March-16		\$2,000.00
April-16		\$2,000.00
May-16		\$2,000.00
June-16		\$2,000.00
July-16		\$2,000.00
August-16		\$2,000.00
September-16		\$2,000.00
October-16		\$2,000.00
November-16		\$2,000.00
December-16		\$2,000.00
Total Amount		\$30,000.00

ATTACHMENT B

SOURCE OF LOAN REPAYMENT FUNDS

Source of Loan Repayment Funds

The Allenstown Sewer Commission (ASC) derives its funding from the users of the system through sewer user charges for operation and maintenance of the facilities and from septage tipping fees for septage processing.

In order to raise the funds necessary for a large capital project, such as the Asset Management Program at the Allenstown Wastewater System, the Allenstown Sewer Commission must first receive authorization on a warrant article by a two-thirds majority vote of the voters in the Town.

For this project, the ASC has applied for a loan from the New Hampshire Department of Environmental Services (NHDES) through the CWSRF loan program. Funds have been made available to the ASC through the *Asset Management Principle Forgiveness Program*. These funds are distributed in the form of forgiveness of 100 percent of the principal of the CWSRF loan. In essence, approximately 100 percent of the cost of the project is paid using State funds through the Asset Management Principal Forgiveness program. The ASC will repay the interest of the CWSRF loan using revenue from sewer user charges as well as any grant money for which this project is or may be eligible.

ATTACHMENT C

ENGINEERING REPORT

(NOT APPLICABLE)

ATTACHMENT D

**RESOLUTION BY THE TOWN AUTHORIZING
FILING OF THE SRF LOAN APPLICATION**

DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, Town of Allenstown (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:
Asset Management Program for the Wastewater Collection & Treatment System (the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY Town of Allenstown, Board of Selectmen

_____ /
the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of Chairman (Title), currently held by Jeffrey Gryval (Name), is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.
2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.
4. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.
Jeffrey Gryval

5. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: _____

ATTACHMENT E

**EVIDENCE OF AUTHORITY TO RAISE,
APPROPRIATE AND SPEND SRF LOAN FUNDS**

**TOWN OF ALLENSTOWN
STATE OF NEW HAMPSHIRE
MINUTES OF DELIBERATIVE SESSION ON 1/31/15**

TO THE INHABITANTS OF THE TOWN OF ALLENSTOWN, IN THE COUNTY OF MERRIMACK,
STATE OF NEW HAMPSHIRE, QUALIFIED TO VOTE IN TOWN AFFAIRS:

You are hereby notified to meet at the St. John the Baptist Parish Hall, 10 School St. Allenstown, N.H. on Saturday, January 31, 2015 at 9:00 a.m. (or, in the event of inclement weather, on Wednesday, February 4, 2014 at 6 p.m.) for the purpose of transacting all business other than voting by official ballot and thereafter to meet on Tuesday, March 10, 2015 between 8:00 a.m. and 7:00 p.m. at the St. John the Baptist Parish Hall, located at 10 School Street in Allenstown N.H., to elect officers, vote on Zoning articles and to vote on all warrant articles from the first session by official ballot.

The meeting was called to order on Saturday, January 31, 2015 at 9:45 a.m. by Moderator Dennis Fowler. There were 71 registered voters in attendance.

The Moderator introduced the Town Officials and the Budget Committee, all sitting at the front table.

The Moderator discussed the basic rules for the meeting, and stated he would entertain only one amendment at a time. He reserved the right to ask that an amendment be put in writing.

ARTICLE 1

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

Town Clerk, for a term of three (3) years;
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 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;
Budget Committee Member, for a term of one (1) year;

This Article will be taken care of on Tuesday, March 10, 2015.

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:

To amend the definition of "Apartment or Apartment House" as follows (text underlined is to be added, text struck through is to be removed) and renumber the Article accordingly:

Apartment or Apartment House - Any dwelling unit for rent, including but not limited to a room, suite of rooms, enclosed porch, addition, or above garage space with one or more rooms for the use of one or more persons as a housekeeping unit with space for eating, living, and sleeping and containing permanent provisions for cooking or sanitation. This definition replaces and supersedes any other definition of "Apartment" or "Apartment House" contained anywhere in these ordinances.

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

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 add the following new definition for Apartment Building and renumber the Article accordingly:

Apartment Building - Any building or portion thereof which contains three or more Apartments dwelling units. This definition supersedes any definition of "Apartment House" contained anywhere in these ordinances.

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

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 add a twenty (20) foot front setback to the Business Zone in Article VIII?

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

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 add a twenty (20) foot front setback to the Industrial Zone in Article IX?

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 6

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

To amend Article VI, Section 602.J to require a two-hundred foot (200') setback from roads or property lines from the parent tract for any structure in a cluster housing development.

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 7

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

To amend Article XI, Supplemental Regulations, by deleting Section 1118.a which prohibits the conversion of any existing manufacturing housing park to condominium use. The proposed change would result in compliance with NH law RSA 356:B.5.

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 8

Are you in favor of the adoption of Amendment No. 7 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows: The proposed changes are in an effort to comply with federal storm water requirements.

To amend Article XXIV, Groundwater Protection Overlay District, to revise certain performance standards and to revise certain best management practices including certain revisions to the Spill Prevention, Control and Countermeasure Plan requirements.

To amend Article XXV, permanent (Post-Construction) Stormwater Management Ordinance to establish and revise certain best management practices and performance standards including certain revisions to the erosion control requirements, certain groundcover and vegetation requirements, prohibitions from "tying into" storm sewers, and add new Section IV.A to require a Stormwater Pollution Prevention Plan (SWPPP) for commercial and town maintenance garages, public works yards, transfer stations, recycling centers any other waste handling facilities where pollutants are (or are proposed to be) exposed to runoff and not covered by a site-level EPA stormwater permit.

The Planning Board recommends this Article.

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 9

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

To Repeal the Mobile Home Building Permit Ordinance.

To repeal the Mobile Home Ordinance and the Regulation of the Installation of Mobile Homes Including Mobile Home Parks.

To amend Section 7 of the Allenstown Building Code Ordinance to specify that the manufacturing and installation of all Manufactured Homes must comply with all applicable state and federal requirements.

To repeal a definition for Manufactured Housing as follows: Manufactured Housing: A factory-built, single-family structure, which is manufactured or constructed under authority of 42 U.S.C. Sec. 5403, Federal Manufactured Home Construction and Safety Standards, and is to be

used as a place for human habitation, but which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site and which does not have permanently attached to its body or frame any wheels or axles. A mobile home is not a manufactured home unless it has been converted to real property (i.e. affixed to a cellar/basement) and is taxed as a site-built dwelling. For the purpose of this Ordinance, a manufactured home shall be considered the same as any site-built, single-family detached dwelling.

To add a definition for Manufactured Home as follows: Manufactured Home: A structure, designed to be a dwelling unit with or without a permanent foundation, that is transportable in one or more sections which in the traveling mode is eight feet wide or more in width or 40 feet or more in length or, when erected, is 320 or more square feet in area, and which is built on a permanent chassis.

To add a definition of Manufactured Home Site.

To add a definition of Presite Built Housing.

To repeal the definition of Manufactured Housing and Housing Park.

To establish that Manufactured Home Parks are permitted within a new Manufactured Home Park Overlay District within the Open Space and Farming Zone by Conditional Use Permit by the Planning Board.

To repeal the existing Article XVII Manufactured Housing and replace with the proposed Article XVII Presite Built Housing and Manufactured Homes. The new Article will, among other things: authorize single presite built homes or manufactured homes wherever single family homes are permitted, allow clusters of presite built homes; authorize the Planning Board the authority to grant Conditional Use Permits for manufactured home parks; establish criteria upon which the Planning Board shall grant a Conditional Use Permit for manufactured home parks; require 2 acres per unit for manufactured home park density calculation purposes; establish setbacks for each house lot; and, require a minimum of a fifteen (15) acre parcel.

To establish a new Manufactured Home Park Overlay District within the Open Space and Farming District and whose boundaries shall consist of the following lots legally existing as of April 1, 2011 and as depicted on the March 10, 2015 Official Zoning Map of the Town of Allenstown, and a map created by the Central New Hampshire Regional Planning Commission entitled Allenstown Manufactured Home Park Overlay District and dated March 10, 2015. Overlay district lots include Maps and Lots: 407-12; 407-8; 407-9-1; 407-9-2; 407-26; 407-9-3; 407-25; 407-10; 407-11; 407-30; 407-31; 407-23; 407- 024; 407-32; 409-30; 409-31; 409-32-1; 409-33; 409-32; 407-34; 109-21; 109-22; 109-23; 109-24; 108-1; 108-2; 410-28; 107-1; 107-2; 410-29; 107-3; 107-4; 410-33; 107-5; 107-6; 107-7; 410-31; 410-32; 107-8; 107-9; 410-30;

411-5; 411-2; 411-3; 411-4, and any future lots created as a result of the subdivision or merger of any of these lots.

The Planning Board recommends this Article.

ARTICLE 10

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

To amend Section 1 of the Allenstown Building Code Ordinance to eliminate the reference to RSA 156:1 and replace it with RSA 155-A.

The Planning Board recommends this Article

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 11

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

To amend Section 801 of Article VIII to allow Kindergartens as a permitted use.

To amend Section 801 of Article VIII to allow Group Child Care Centers (more than 6 children) as a permitted use.

The Planning Board recommends this Article

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 12

Are you in favor of the adoption of Amendment No. 11 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Section 1113.3 of Article XI to state that all commercial developments (excluding single family homes and duplexes) on parcels in all zones are permitted to and encourage to share access and/or parking whenever feasible. Additionally, though frontage may be counted

on one street, access to another street via the lot containing the shared access/parking is permissible.

The Planning Board recommends this Article

This Article will be taken care of on Tuesday, March 10, 2015.

ARTICLE 13 Sewer Bond

(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 the 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 50% forgiveness of the loan principal in the amount up to \$30,000.

A condition of the approval of this article being that repayment of any remaining loan balance to be paid by sewer funds; and, further, that the Allenstown Sewer Commission shall pay any outstanding remaining balance and applicable interest in 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

Dana Clement stated the purpose of this Article was to allow us to take advantage of a program that the DES

made available to obtain up to \$30,000 in grant funding to reimburse us for the cost of maintaining an Asset Management Plan. Scott Bellerose inquired whether it was really free money, or whether the funds come from taxpayers. Dana provided a complex, lengthy explanation of the process and stated the funds do not come from taxes. He stated they have been working on the required Asset Management Plan program for two years now.

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 **\$3,847,352**. Should this article be defeated, the default budget shall be **\$3,933,407**. 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 operations budget only. Passage of this article has an estimated tax rate impact of approximately \$0.28 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

Jeff Gryval stated that unlike last year, the Sewer Commission budget is a separate budget from the Town budget. He stated that the proposed budget is approximately \$86,000 less than the default budget. He reviewed some of the line items. The legal fee line item is increased by \$30,000 this year from the \$20,000 amount last year. He said \$50,000 represents a true estimate. He pointed out an increase of \$16,000 in the Parks and Recreation line, due to the new Boys and Girls Club, partly for the use of Seniors. The Ambulance line increase was kept to a minimum of \$2,000. He said the increase is much smaller than recent years, and they worked hard to keep the increase small. He said a Committee looked into reducing the health insurance costs and pass some additional health insurance costs to employees.

He pointed out the large decrease in the Waste Disposal line item due to Casella Trash taking over collection instead of the Town. Also the Fire Department 's budget was decreased. There was a general discussion on the estimated increase in revenues.

There was a discussion that it was not definite that the new Boys and Girls Club would be used for the Seniors, and that it would depend on the funding coming in. The location is on Whitten Street.

Larry Anderson discussed that he wanted to increase the Cemeteries line item to allow all of the trustees to attend four meetings a year. A general discussion ensued as to what minimum amount would be needed. Also

ARTICLE 16 Highway Garage Capital Reserve Fund

mentioned was that even if it was suggested to use the amount for the Cemeteries line, that there was no requirement to use the additional funds for the Cemeteries.

A Motion was made by Larry Anderson and seconded by Gerry McKenney to increase the Cemeteries line by \$260, increasing the bottom line to \$3,847,612. Voted and defeated.

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 **\$2,070,024**. said sum to come from sewer rents. Should this article be defeated, the default budget shall be **\$2,080,591**, also to come from sewer rents, 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 operations 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

Dana Clement stated that this was not funded by taxes, and was funded by user fees. There was a general discussion on the sewer rent collection system and the three separate budgets.

ARTICLE 16 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 \$80,000 to be added to the Highway Garage Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

There was a lengthy general discussion with regard to the Capital Reserve Funds. Shaun Mulholland explained

that these funds were set up to save for future expenses and projects, and avoid borrowing money when there is a shortfall for unplanned expenses or larger projects. He explained this money was in the bank and, if approved, could be transferred to the respective Capital Reserve Funds.

Sandra McKenney asked whether the total of \$160,000 for Articles 16, 17 and 18 would come out of the \$467,000 balance of Unassigned funds. The response was affirmative. When asked about the current balances in the Town accounts, it was stated that there was approximately \$1,000,000 in an investment account and \$900,000 in a general fund. It was explained that this was not extra money, and that the funds will be used up to pay upcoming expenses.

There was a general discussion about the disrepair of the Town Garage and maybe forming a Building Committee to begin to plan for a new building.

Barbara Chaput inquired whether the Town accounts were interest bearing. Larry Anderson stated that TD Bank Wealth Management was handling the Town accounts. He stated the Board decided to go with stock options wherein the Town actually owns shares of stock.

There was an inquiry as to what the balance was in the Highway Garage Capital Reserve Fund, and the response was \$93,672.

ARTICLE 17 Landfill 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 \$20,000 to be added to the Landfill Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

There was a general discussion on the purpose of the Landfill Capital Reserve Fund, and funds were needed to plan for future needs.

ARTICLE 18 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 \$60,000 to be added to the Fire Safety Equipment Capital Reserve Fund previously established. This sum to come from the unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

There was a discussion that the air pack systems would all need to be replaced in 2016. They need to be replaced every four years, and they are expensive, but necessary. It is recommended that we start saving for this large expense now so that we will have the cash on hand. The Town will also seek grants at that time. Tiffany Ranfos asked how many packs there were and the total cost. The response was 27 units for a total of approximately \$200,000. The cost increase every year.

ARTICLE 19 Solid Waste Vehicle Capital Reserve Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) To see if the town will vote to discontinue the Solid Waste Vehicle Capital Reserve Fund created in 2013. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Jeff Gryval stated that the Solid Waste Vehicle Capital Reserve Fund was no longer needed, since Casella now is in charge of trash removal.

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 \$20,000 to be added to the Highway Equipment Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Jeff Gryval stated that if Article 20 is approved, \$20,000 will be moved to the Highway Equipment Capital Reserve Fund. He stated this will not increase taxes. Shaun Mulholland stated that if Article 19 does not pass, the funds will remain in the Solid Waste Vehicle Capital Reserve Fund. He stated if Article 20 then passes, the funds will be transferred from the \$467,000 of the Unassigned Fund Balance.

ARTICLE 21

Cemetery Facilities Capital Reserve Fund

To see if the Town of Allenstown will vote to establish a Cemetery Facilities Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of acquiring land and the construction of cemetery facilities and to raise and appropriate the sum of \$15,000 to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. Estimated tax rate impact of \$0.06 cents per thousand dollars of valuation. (Majority Vote Required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Larry Anderson discussed that by statute towns are required to have a facility for burials. He said there was a 1.8 acre piece of land the Town acquired that may be available for this purpose. However, there would be many expenses, including surveying, map lay out, cleaning, building roads and setting up the cemetery. Jeff Gryval stated that to date the Town had no cases where it was required to bury someone. We sometimes work with St. John's. However, he confirmed the state had a statute. He said they were working on getting this old legislation changed to make it more cost effective for the Town. Tiffany Ranfos stated that the taxpayers would need concrete cost numbers, not guesstimates. Jeff Gryval stated that it would be the Board of Selectmen that decided whether to spend the \$15,000.

Joe Butts stated that the land in question had already been surveyed, and that the lot had many pine trees that could be sold. Larry Anderson stated that, as Trustee, he is trying to do the right thing, but would like to work toward an inter-municipal agreement and also try to change the current law.

Denise Frasier asked whether there was any penalty for not having a town cemetery and Shaun Mulholland stated there was no penalty. Armand Verville asked whether we could zero out the amount, and that it was premature to adopt this Article.

A Motion was made by Armand Verville to reduce the dollar amount to \$0 and change the rate impact to read \$0.00 cents. Voted and passed.

ARTICLE 22

Adoption of Provisions of RSA 41:14-a

Shall the Town of Allenstown vote to adopt the provisions of RSA 41:14-a authorizing the selectmen to have the authority to acquire or sell land, buildings, or both; provided however, that prior to such acquisition or sale, that the Select Board comply with all procedural requirements of RSA 41:14-a as it may be amended, including but not limited to Planning Board and Conservation Commission review and recommendation and public hearings. In

accordance with the provisions of RSA 41:14-c, once adopted these provisions shall remain in effect until specifically rescinded by the town at any duly warned meeting.

Recommended by the Board of Selectmen

Jeff Gryval stated that this would give the Board of Selectmen authority to buy and sell land. He said they would rely on the recommendation of the Planning Board and there would be a public hearing. There are occasions they need to get easements over land, and this would give them authority to proceed. There was a lengthy general discussion on the need for this Article.

ARTICLE 23 By Petition

Shall the Town of Allenstown will vote to change the position of Town Administrator from an appointed position to an elected position. If passed, this warrant article will become effective in 2016 after the March election.

Not Recommended by the Board of Selectmen

Jeff Gryval spoke on behalf of the Board of Selectmen. He stated that the Town Administrator position is not a Town Manager position. He said that the Town Administrator has a Master's degree in government. The Town Administrator is asked to do many different things. If this position was changed to an elected position, someone could be elected because of popularity, and not because of qualifications. He noted that none of the Petitioners were present at the meeting, and stated that none of the Petitioners ever talked to the Board of Selectmen about the matter. He stated the Town Administrator is not a political position. The Board of Selectmen will issue a press release about this Petition. He stated that hiring for this position follows the usual job hire procedure, and that there is no need for a change.

The Town Attorney stated that in New Hampshire Towns can only exercise the authority they have been given, and that there is no statute to elect a Town Administrator. If this Article were to pass, it would be up to the Board of Selectmen to implement. He said there was no need to do anything.

Armand Verville stated that this Petition was very scary, and that the wrong person could be elected. He said if there was a personal issue then that should be dealt with through the Board of Selectmen. He said that everyone present should tell their friends and neighbors not to pass this Article.

Donna Ong stated that the Town was in many ways very lucky to have the current Town Administrator. Jeff Gryval stated he stands by the process. He stated that 33 people signed the Petition, and that if anyone has any concerns they should speak to the Board of Selectmen.

There was a round of applause for the Town Administrator and the hard work done by the Board of Selectmen.

A Motion was made by Armand Verville and seconded by Judy Silva to recess the meeting to Tuesday, March 10, 2015. Voted and passed. Meeting Adjourned at 11:40 a.m.

A TRUE COPY,

ATTEST:

Kathleen Rogers
KATHLEEN ROGERS, Town Clerk

THE STATE OF NEW HAMPSHIRE
TOWN OF ALLENSTOWN
LOCAL BALLOT FOR THE YEAR 2015

TOWN BALLOT RESULTS

TOTAL VOTES CAST 345

TOWN CLERK

One Year Term

Vote for not more than one

KATHLEEN ROGERS 312
JASON TARDIF (WRITE IN) 1
PAIGE LORENZ (WRITE IN) 1

SELECTMEN

Three Year Term

Vote for not more than one

ROBERT LEE 138
JASON TARDIF 164
WRITE IN 5

TRUSTEE OF TRUST FUNDS

Three Year Term

Vote for not more than one

IRENE BOISVERT (WRITE IN) 3
CAROL ANDERSEN (WRITE IN) 1
LAURA PROVOST (WRITE IN) 1
DON CHAPUT (WRITE IN) 10
SHAUN MURPHY (WRITE IN) 1
SANDRA TOURANGO (WRITE IN) 1

TOWN TREASURER

One Year Term

Vote for not more than one

CAROL ANDERSEN 301
KATHLEEN ROGERS (WRITE IN) 1
ROXANNE LEMBO (WRITE IN) 2

SEWER COMMISSIONER

Two Year Term

Vote for not more than one

JEFF MCNAMARA 276

TRUSTEE OF CEMETERY FUNDS

Three Year Term

Vote for not more than one

SHAWN MURPHY (WRITE IN) 1
LAURA PROVOST (WRITE IN) 1
DON CHAPUT (WRITE IN) 10
LARRY ANDERSON (WRITE IN) 1
SANDRA TOURANGO (WRITE IN) 1
IRENE BOISVERT (WRITE IN) 2

LIBRARY TRUSTEE

Three Year Term

Vote for not more than one

SHAWN MURPHY (WRITE IN)	3
MARTHA ROBIE (WRITE IN)	1
LARRY ANDERSON (WRITE IN)	1
CAROL ANDERSEN (Write in)	1
BRIAN NICHOLS (WRITE IN)	1
SANDRA TOURANGO (WRITE IN)	2
JAMES BARBER (WRITE IN)	1

SEWER COMMISSIONER

Three Year Term

Vote for not more than one

LARRY ANDERSON	250
ROXANNE LEMBO (WRITE IN)	2
CARL CAPORALE (WRITE IN)	1
CHRIS ROY (WRITE IN)	1
IRENE BOISVERT (WRITE IN)	1

BUDGET COMMITTEE

Three Year Term

Vote for not more than four

CAROL ANGOWSKI	267
MELAINE BOISVERT	204
TIFFANY RANFOS (WRITE IN)	15
JOHN PROVOST (WRITE IN)	1
DON CHAPUT (WRITE IN)	1
DAVE COOLIDGE (WRITE IN)	1
DEB PELISSIER (WRITE IN)	1
LARRY ANDERSON (WRITE IN)	1
CAROL ANDERSEN (WRITE IN)	1

BUDGET COMMITTEE

One Year Term

Vote for not more than one

TIFFANY RANFOS (WRITE IN)	3
CLAYTON ANDERSEN (WRITE IN)	1
JOHN PROVOST (WRITE IN)	1
LARRY ANDERSON (WRITE IN)	2
FERN BISSONETTE (WRITE IN)	1
WILLIAM BARNETT (WRITE IN)	2
SARAH GENDRON (WRITE IN)	1

THE STATE OF NEW HAMPSHIRE

TOWN OF ALLENSTOWN

WARRANT FOR THE YEAR 2015

TO THE INHABITANTS OF THE TOWN OF ALLENSTOWN, IN THE COUNTY OF MERRIMACK, STATE OF NEW HAMPSHIRE, QUALIFIED TO VOTE IN TOWN AFFAIRS:

You are hereby notified to meet at the St. John the Baptist Parish Hall, 10 School St. Allenstown, N.H. on Saturday, January 31, 2015 at 9:00 a.m. (or, in the event of inclement weather, on Wednesday, February 4, 2015 at 6 p.m.) for the purpose of transacting all business other than voting by official ballot and thereafter to meet on Tuesday, March 10, 2015 between 8:00 a.m. and 7:00 p.m. at the St. John the Baptist Parish Hall, located at 10 School Street in Allenstown N.H., to elect officers, vote on zoning articles and to vote on all warrant articles from the first session by official ballot.

ARTICLE 1

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

- Town Clerk, for a term of three (3) years;
- 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;
- Sewer Commissioner, for a term of two (2) years;
- Trustee of Trust Funds, for a term of three (3) 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;
- Budget Committee Member, for a term of one (1) year;

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:

To amend the definition of "Apartment or Apartment House" as follows (text underlined is to be added, text ~~struck through~~ is to be removed) and renumber the Article accordingly:

~~Apartment or Apartment House~~ - Any dwelling unit for rent, including but not limited to a room, suite of rooms, enclosed porch, addition, or above garage space ~~with one or more~~ ~~rooms~~ for the use of one or more persons as a housekeeping unit with space for eating, living, and sleeping and containing permanent provisions for cooking or sanitation. This definition replaces and supersedes any other definition of "Apartment" or "Apartment House" contained anywhere in these ordinances.

The Planning Board recommends this Article.

Yes 206

No 73

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 add the following new definition for Apartment Building and renumber the Article accordingly:

Apartment Building - Any building or portion thereof which contains three or more Apartments dwelling units. This definition supersedes any definition of "Apartment House" contained anywhere in these ordinances.

The Planning Board recommends this Article.

Yes 243

No 83

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 add a twenty (20) foot front setback to the Business Zone in Article VIII?

The Planning Board recommends this Article.

Yes 220

No 100

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 add a twenty (20) foot front setback to the Industrial Zone in Article IX?

The Planning Board recommends this Article.

Yes 224

No 93

ARTICLE 6

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

To amend Article VI, Section 602.J to require a two-hundred foot (200') setback from roads or property lines from the parent tract for any structure in a cluster housing development.

The Planning Board recommends this Article.

Yes 217

No 101

ARTICLE 7

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

To amend Article XI, Supplemental Regulations, by deleting Section 1118.a which prohibits the conversion of any existing manufacturing housing park to condominium use. The proposed change would result in compliance with NH law RSA 356:B.5.

. The Planning Board recommends this Article

Yes 226

No 88

ARTICLE 8

Are you in favor of the adoption of Amendment No. 7 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows: The proposed changes are in an effort to comply with federal storm water requirements.

To amend Article XXIV, Groundwater Protection Overlay District, to revise certain performance standards and to revise certain best management practices including certain revisions to the Spill Prevention, Control and Countermeasure Plan requirements.

To amend Article XXV, permanent (Post-Construction) Stormwater Management Ordinance to establish and revise certain best management practices and performance standards including certain revisions to the erosion control requirements, certain groundcover and vegetation requirements, prohibitions from "tying into" storm sewers, and add new Section IV.A to require a Stormwater Pollution Prevention Plan (SWPPP) for commercial and town maintenance garages, public works yards, transfer stations, recycling centers any other waste handling facilities where pollutants are (or are proposed to be) exposed to runoff and not covered by a site-level EPA stormwater permit.

The Planning Board recommends this Article.

Yes 236

No 70

ARTICLE 9

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

To Repeal the Mobile Home Building Permit Ordinance.

To repeal the Mobile Home Ordinance and the Regulation of the Installation of Mobile Homes Including Mobile Home Parks.

To amend Section 7 of the Allenstown Building Code Ordinance to specify that the manufacturing and installation of all Manufactured Homes must comply with all applicable state and federal requirements.

To repeal a definition for Manufactured Housing as follows: Manufactured Housing: A factory-built, single-family structure, which is manufactured or constructed under authority of 42 U.S.C. Sec. 5403, Federal Manufactured Home Construction and Safety Standards, and is to be used as a place for human habitation, but which is not constructed with a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site and which does not have permanently attached to its body or frame any wheels or axles. A mobile home is not a manufactured home unless it has been converted to real property (i.e. affixed to a cellar/basement) and is taxed as a site-built dwelling. For the purpose of this Ordinance, a manufactured home shall be considered the same as any site-built, single-family detached dwelling.

To add a definition for Manufactured Home as follows: Manufactured Home: A structure, designed to be a dwelling unit with or without a permanent foundation, that is transportable in one or more sections which in the traveling mode is eight feet wide or more in width or 40 feet or more in length or, when erected, is 320 or more square feet in area, and which is built on a permanent chassis.

To add a definition of Manufactured Home Site.

To add a definition of Presite Built Housing.

To repeal the definition of Manufactured Housing and Housing Park.

To establish that Manufactured Home Parks are permitted within a new Manufactured Home Park Overlay District within the Open Space and Farming Zone by Conditional Use Permit by the Planning Board.

To repeal the existing Article XVII Manufactured Housing and replace with the proposed Article XVII Presite Built Housing and Manufactured Homes. The new Article will, among

other things: authorize single presite built homes or manufactured homes wherever single family homes are permitted, allow clusters of presite built homes; authorize the Planning Board the authority to grant Conditional Use Permits for manufactured home parks; establish criteria upon which the Planning Board shall grant a Conditional Use Permit for manufactured home parks; require 2 acres per unit for manufactured home park density calculation purposes; establish setbacks for each house lot; and, require a minimum of a fifteen (15) acre parcel.

To establish a new Manufactured Home Park Overlay District within the Open Space and Farming District and whose boundaries shall consist of the following lots legally existing as of April 1, 2011 and as depicted on the March 10, 2015 Official Zoning Map of the Town of Allenstown, and a map created by the Central New Hampshire Regional Planning Commission entitled Allenstown Manufactured Home Park Overlay District and dated March 10, 2015.

Overlay district lots include Maps and Lots: 407-12; 407-8; 407-9-1; 407-9-2; 407-26; 407-9-3; 407-25; 407-10; 407-11; 407-30; 407-31; 407-23; 407- 024; 407-32; 409-30; 409-31; 409-32-1; 409-33; 409-32; 407-34; 109-21; 109-22; 109-23; 109-24; 108-1; 108-2; 410-28; 107-1; 107-2; 410-29; 107-3; 107-4; 410-33; 107-5; 107-6; 107-7; 410-31; 410-32; 107-8; 107-9; 410-30; 411-5; 411-2; 411-3; 411-4, and any future lots created as a result of the subdivision or merger of any of these lots.

The Planning Board recommends this Article

Yes 195

No 121

ARTICLE 10

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

To amend Section 1 of the Allenstown Building Code Ordinance to eliminate the reference to RSA 156:1 and replace it with RSA 155-A.

The Planning Board recommends this Article

Yes 191

No 117

ARTICLE 11

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

To amend Section 801 of Article VIII to allow Kindergartens as a permitted use.

To amend Section 801 of Article VIII to allow Group Child Care Centers (more than 6 children) as a permitted use.

The Planning Board recommends this Article

Yes 246

No 75

ARTICLE 12

Are you in favor of the adoption of Amendment No. 11 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To amend Section 1113.3 of Article XI to state that all commercial developments (excluding single family homes and duplexes) on parcels in all zones are permitted to and encourage to share access and/or parking whenever feasible. Additionally, though frontage may be counted on one street, access to another street via the lot containing the shared access/parking is permissible.

The Planning Board recommends this Article

Yes 211

No 94

ARTICLE 13 Sewer Bond

(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 the 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 50% forgiveness of the loan principal in the amount up to \$30,000.

A condition of the approval of this article being that repayment of any remaining loan balance to be paid by sewer funds; and, further, that the Allenstown Sewer Commission shall pay any outstanding remaining balance and applicable interest in 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

Yes 234

No 77

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 **\$3,847,352**. Should this article be defeated, the default budget shall be **\$3,933,407**, 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 operations budget only. Passage of this article has an estimated tax rate impact of approximately \$0.28 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

Yes 235

No 73

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 **\$2,070,024**, said sum to come from sewer rents. Should this article be defeated, the default budget shall be **\$2,080,591**, also to come from sewer rents, 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 operations 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

Yes 259

No 56

ARTICLE 16 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 \$80,000 to be added to the Highway Garage Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Yes 230

No 86

ARTICLE 17 Landfill 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 \$20,000 to be added to the Landfill Capital Reserve Fund previously established. This sum to come from unreserved fund balance. (Majority vote required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Yes 234

No 92

ARTICLE 21 Cemetery Facilities Capital Reserve Fund

To see if the Town of Allenstown will vote to establish a Cemetery Facilities Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of acquiring land and the construction of cemetery facilities and to raise and appropriate the sum of \$15,000 to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. Estimated tax rate impact of \$0.06 cents per thousand dollars of valuation. (Majority Vote Required)

Recommended by the Board of Selectmen

Recommended by the Budget Committee

Yes 226

No 96

ARTICLE 22 Adoption of Provisions of RSA 41:14-a

Shall the Town of Allenstown vote to adopt the provisions of RSA 41:14-a authorizing the selectmen to have the authority to acquire or sell land, buildings, or both; provided however, that prior to such acquisition or sale, that the Select Board comply with all procedural requirements of RSA 41:14-a as it may be amended, including but not limited to Planning Board and Conservation Commission review and recommendation and public hearings. In accordance with the provisions of RSA 41:14-c, once adopted these provisions shall remain in effect until specifically rescinded by the town at any duly warned meeting.

Recommended by the Board of Selectmen

Yes 187

No 129

ARTICLE 23 By Petition

Shall the Town of Allenstown will vote to change the position of Town Administrator from an appointed position to an elected position. If passed, this warrant article will become effective in 2016 after the March election.

Not Recommended by the Board of Selectmen

Yes 142

No 183

A TRUE COPY,

ATTEST:

A handwritten signature in cursive script that reads "Kathleen Rogers". The signature is written in black ink and is positioned above a horizontal line.

KATHLEEN ROGERS, Town Clerk



ATTACHMENT F

**INTERGOVERNMENTAL REVIEW PROCESS
DOCUMENTATION**

November 23, 2015

Wendy Gilman, Grants Manager
NH Office of Energy and Planning
Governor Hugh J. Gallen State Office Park
Johnson Hall, 3rd Floor
107 Pleasant Street
Concord, NH 03301

Regarding:*Intergovernmental Review Process
 CWSRF Loan Application
 Asset Management Program for the Wastewater Collection System*

Dear Ms. Gilman:

The Allenstown Sewer Commission (ASC), Allenstown, NH is applying for a Clean Water State Revolving Fund (CWSRF) loan to fund the above-referenced project. The CWSRF application is subject to the State Intergovernmental Review process pursuant to Executive Order 12372. Accordingly, we are transmitting the following documents and information to you electronically via email pursuant to our telephone conversation:

1. Copy of CWSRF loan application.
2. Narrative statement describing the project (including need).
3. Map/drawing of the Project Area (NA).
4. Aerial photograph showing flood boundaries (NA).
5. Drawing showing proposed project (NA).
6. FIRM Map (NA).
7. Copy of NHDHR review comments (NA).
8. Copy of Natural Heritage & Endangered Species Program Letter (NA).

Please note that this project is an administrated type project, which includes data collection, software implementation and training. Because there is not construction project related to this project items 3 – 8 are not applicable

Should you have any questions or need additional information please contact me by email at: mtrainque@hoyletanner.com or by cell phone (603) 785-3578. Thank you for your time and cooperation.

Sincerely,
HOYLE, TANNER & ASSOCIATES, INC.

Michael A. Trainque, P.E.
Vice President

Enclosures

Cc: *Allenstown Sewer Commission
 Files*

ATTACHMENT G

**LETTER CERTIFYING THAT THE TOWN HAS
THE FINANCIAL CAPABILITY TO SUPPORT THE
PROJECT**

November 23, 2015

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

**Re: Asset Management Program for the Wastewater Collection & Treatment System
Town of Allenstown, New Hampshire**

Dear Mr. Fenno:

Please be advised that pursuant to the Annual Town Meeting vote on March 2015 and in accordance with N.H. Administrative Rule Env-Wq 506.02(m), the Town of Allenstown has sufficient funding and financial capability to support the SRF loan repayment for this project. Town has sufficient funding and financial capability to support both the SRF loan repayment for the project and the ongoing operation Asset Management Program.

The ongoing operation and maintenance cost of the project will be covered by the annual operating budget for the wastewater treatment facility which is supported by both the Town of Allenstown and the Town of Pembroke.

Sincerely,

***Town of Allenstown
Board of Selectmen***

Jeffrey Gryval
Chairman

cc: *Allenstown Sewer Commission
Hoyle, Tanner & Associates, Inc.*

ATTACHMENT H

**LETTER CERTIFYING THAT THE LOAN
RECIPIENT WILL CONDUCT AND REPORT ON A
FINANCIAL AUDIT**

November 23, 2015

Mr. Daniel Fenno, P.G., CWSRF Program Manager
NH DEPARTMENT OF ENVIRONMENTAL SERVICES
Wastewater Engineering Bureau
29 Hazen Drive, P.O. Box 95
Concord, NH 03302-0095

***Re: Asset Management Program for the Wastewater Collection & Treatment System
 Town of Allenstown, New Hampshire***

Dear Mr. Fenno:

Please accept this letter as assurance that the Town of Allenstown will maintain project accounts according to Generally Accepted Accounting Procedures as outlined in the Governmental Accounting Standards Board Statement Number 34, including standards for the reporting of infrastructure assets.

In addition, the Town of Allenstown will conduct a single audit of the Town of Allenstown's financial status, including compliance and controls, in accordance with the requirements of Office of Management and Budget Circular A-133 in any year it expends federal funding from any source in excess of \$750,000.00.

Sincerely,

***Town of Allenstown
Board of Selectmen***

Jeffrey Gryval
Chairman

cc: *Allenstown Sewer Commission
 Hoyle, Tanner & Associates, Inc.*

ATTACHMENT I

APPLICANT'S FINANCIAL INSTITUTION

November 23, 2015

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: Town of Allenstown
Asset Management Program for the Wastewater Collection & Treatment System
Clean Water State Revolving Fund Application

Mr. Fenno:

The Town of Allenstown does not have any debt issued through the New Hampshire Municipal Bond Bank. Outside the Bond Bank, the Town of Allenstown has issued municipal debt, Bond and SRF loans of NONE and NONE, respectively, in Enterprise Fund debt. These balances are as of 11/16/2015.

The Town of Allenstown's current bond rating is unknown.

Sincerely,

Town of Allenstown
Board of Selectmen

Jeffrey Gryval
Chairman

ATTACHMENT J

FISCAL SUSTAINABILITY PLAN

November 23, 2015

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: Town of Allenstown
Asset Management Program for the Wastewater Collection & Treatment System
Clean Water State Revolving Fund Application

Mr. Fenno:

The Town of Allenstown will develop and implement a fiscal sustainability plan for, at a minimum, the portion of the treatment works funded by the CWSRF loan. The plan will include:

- (I) an inventory of critical assets that are a part of the treatment works;
- (II) an evaluation of the condition and performance of inventoried assets or asset groupings;
- (III) a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
- (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Sincerely,

***Town of Allenstown
Board of Selectmen***

Jeffrey Gryval
Chairman

ATTACHMENT K

FINANCIAL INFORMATION

Emailed to NH Department of Environmental Services

ATTACHMENT L

**POPULATION SERVED AND WASTEATER
VOLUME AFFECTED BY THE PROJECT
AND
CONGRESSIONAL DISTRICT IN WHICH THE
PROJECT IS LOCATED**

POPULATION AND FLOWS

Allenstown Wastewater Treatment Facility
Asset Management Program for the Wastewater Collection System

- Population served that is affected by the project: 2,500 people
- Wastewater volume affected by the project: 800,000 gallons per day
- Population served by the facility: 8,750 people
- Wastewater volume (capacity) of the facility: 1,500,000 gallons per day (existing)

- NH Congressional District: 2nd

ATTACHMENT N

DUNS number

(See Application)

ATTACHMENT O

**PERCENTAGE AND DOLLAR AMOUNT OF
PROJECT ATTRIBUTABLE TO GREEN
INFRASTRUCTURE, WATER OR ENERGY
EFFICIENCY, OR ENVIRONMENTAL
INNOVATION**

(0%)