

Town Administration Budgets

2017

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TOWN ADMINISTRATOR

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Introduction

The 2017 Budget was developed based upon the guidance issued by the Board of Selectmen. The goal of the Board was not to level fund budgets except for salary increases due to the wage classification system adjustments, personnel cost increases, insurance and the adjustments to Parks & Recreation to manage the community center for a full budget year.

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 2017

A strategic planning process was conducted for the administrative functions to determine what the goals, objectives and the budget priorities should be. The staff at the town hall developed the strategic plan.

The primary objectives for 2017 involves our continuing efforts to modernize the administrative services we provide. The Town has made considerable progress in modernizing many of our processes. We continue to meet our objectives in this regard which were started in 2013 through the present. This process is expected to continue through 2017.

1. Enhance internal communication with staff. The objective is to ensure staff at all levels are informed about programs, policies and procedures.
2. Cross training of personnel within the administrative functions. The tax collector will be working with the assessing clerk to ensure each person has an understanding of the functions and requirements for each other's position.
3. Implementation of a wage classification system for all personnel. The objective is to ensure the Town can retain trained qualified personnel. The wage classification system would base salaries on what competing positions pay for the same job function. Additionally the system would prevent salary compression and ensure similar job functions are compensated fairly.
4. Streamlining of the fee system for building permits. The goal is to find approaches to make the fee system more understandably and simplified.
5. 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.

6. Transparency initiative. Providing more information to the public via. the website. Keeping the website updated. Providing greater access to public documents on the website.
7. Town Hall improvements. Development of a plan to enhance the customer service area at town hall. Exploring options to enhance the functionality of the building.
8. Working with the NH Park Service to enhance Bear Brook State Park and make the general public aware of its value to enhance tourism.

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 2016	\$4,800
Requested in 2017	\$4,800

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.

AMBULANCE

1-4215.20-390 Ambulance

Appropriated in 2016	\$211,912
Requested in 2017	\$190,739

This is the fifth year of the agreement between the Towns of Allenstown and Pembroke that operates the Tri-Town Emergency Medical Service. This is the Tri-Town EMS Board of Directors final budget number for 2017. See separate Tri-Town EMS Budget for details.

ASSESSING

1-4152.10-110 Assessing Salary

Appropriated in 2016	\$21,112
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Requested in 2017	\$21,238
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20 hours x \$20.40 x 43 weeks = \$17,544

20 hours x \$20.52 x 9 weeks = \$3,694

This line item 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. She also processes the paperwork for abatements, excavation & timber taxes, and current use applications. She updates the tax maps and tax cards. She responds to inquiries from citizens, business owners, banks/lending institutions and real estate firms. The increase is as a result of the implementation of the wage classification system. COLAs were not provided in this year's budget. The increase is an adjustment to place the assessing clerk on a step.

1-4152.30-330 Contracted Services

Appropriated in 2016	\$39,186
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Requested in 2017	\$49,518
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The cost breakdown is as indicated below.

Assessing Services	\$45,818
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Mapping	\$1,300
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GIS Internet Services (on web-site)	\$2,400
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The assessing services line is for the contract with Avitar Associates of New England, Inc. for customary assessing services. Our 2017 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). An additional amount of \$3,000 has been budgeted for

the services of consulting services regarding special assessing projects such as research into water and sewer pipelines, and utility assessment if needed

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. Each contract has a small increase for services.

1-4152.10-341 Computer Software

Appropriated in 2016	\$2,500
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Requested in 2017	\$2,600
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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 2016	\$100
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Requested in 2017	\$100
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This line item is for dues and subscriptions to professional organizations.

1-4152.10-611 Assessing Postage

Appropriated in 2016	\$400
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Requested in 2017	\$400
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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 2015 is for the Building/ Code Enforcement Office,

The proposed budget for the Building/CEO Department for 2015 is slightly less than last year. As you can see several lines had a \$0 amount budgeted for the 2015 budget year.

1-4240.10-110 Building Inspector Salary

Appropriated in 2016	\$28,815
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Requested in 2017	\$30,500
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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. This budget line represents the BI portion of the salary cost of this full time position (39%). The total salary for the combined position is \$78,203. There is no increase in salary for this position in 2017.

Fire Chief \$45,663

Building Inspector **\$30,500**

Deputy Health Officer \$2,040

TOTAL \$78,203

1-4240.10-120 Admin PT Salaries

Appropriate in 2016	\$8,042
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Requested in 2017	\$8,635
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Administrative Assistant Salary

\$15.54 X 20 Hours X 18 Weeks = \$5,594

\$17.17 X 20 Hours X 34 Weeks = \$11,676

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

Fire Administrative Assistant	\$8,635
Building Administrative Assistant	\$8,635

1-4240.10-140 Equipment

Appropriated in 2016	\$0
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Requested in 2017	\$0
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This line has been zero out for this year.

1-4240.10-341 Computer Software

Appropriated in 2016	\$1,887
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Requested in 2017	\$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. The program was paid through 2015.

1-4240.10-560 Dues and Subscriptions

Appropriated in 2016	\$250
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Requested in 2017	\$250
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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 2016	\$200
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Requested in 2017	\$200
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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.

1-4240.10-611 Postage

Appropriated in 2016	\$200
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Requested in 2017	\$100
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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
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Requested in 2017	\$0
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Information is available online which eliminates the purchasing of new books and periodicals.

CAPITAL OUTLAY

1-4909.10-741 Highway Truck 2014 Lease

Appropriated in 2016 \$33,692

Requested in 2017 \$33,692

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 third payment is due in 2016. The Town will own the vehicle at the end of the five year lease (2018).

1-4909.10-742 Fire Engine Lease

Appropriated in 2016 \$84,000

Requested in 2017 \$84,000

This line covers the cost of the principal and interest on the lease payment for the fire truck ordered in 2013. The payment in 2016 will be the fourth of five payments on the vehicle. The original lease was for five years at which time the Town will own the vehicle (2017).

1-4909.10-744 Highway Wheel Loader Lease

Appropriated in 2016 \$30,500

Requested in 2017 \$30,500

This line represents the cost of the principal and interest on the Liugong Wheel Loader lease that was purchased in 2013. This is year three of the five year lease. The Town will own the equipment at the end of the lease (2018).

1-4909.10-745 Computer Equipment

Appropriated in 2016 \$8,430

Requested in 2017 \$8,430

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 \$8,430.

CEMETERY

01.4195.10.610 Cemetery Expense

Appropriated in 2016	\$0
Appropriated in 2017	\$500 (BOS reduced to \$1)

The Town does not operate a cemetery. The Town relies upon the Catholic Church to operate their privately owned cemeteries in the Town. This proposed expenditure would allow for some funding to purchase cemetery lots in an adjoining town.

01.4195.10.618 Training

Appropriated in 2016	\$0
Requested in 2017	\$300 (BOS reduced to \$0)

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

CONSERVATION

01.4611.10.112 Dues

Appropriated in 2106	\$500
Requested in 2017	\$500

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.

1-4723.10-981 Tax Anticipation Notes-Interest

Appropriated in 2016	\$15,000
Requested in 2017	\$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.

EMERGENCY MANAGEMENT

INTRODUCTION

This section is the proposed 2017 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, respond to water rescues, operate our emergency operations center and provide emergency public information to our citizens. We have a robust citizen's volunteer group that will manage our shelter and assist citizens with special needs.

Recovery: The town has received FEMA disaster funds every year since 2006 except for 2009 in regards to flooding, ice storms and other storm related disasters. 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 which will be completed by the end of September 2016.

Budget line items;

1-4290.10-300 Grants

Appropriated in 2016	\$0
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Requested in 2017	\$0
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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 2017.

1-4290.10-431 Communications

Appropriated in 2016	\$1,000
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Requested in 2017	\$1,000
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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 2016	\$5,000
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Requested in 2017	\$5,000
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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 2016	\$3,250
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Requested in 2017	\$3,250
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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 2016	\$750
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Requested in 2017	\$750
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This line covers the cost of training and equipment. The annual CPR/First Aid recertification for the volunteer group is paid out of this line. All additional training costs and any equipment would also come out of this line. The expense is necessary to ensure that Town staff are adequately trained in emergency management functions.

1-4290.10-750 Equipment

Appropriated in 2016	\$400
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Requested in 2017	\$400
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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 Secretary, town report, BUDCOM and associated costs.

1-4130.10-100 EXEC Selectmen's Salaries

Appropriated in 2016	\$5,400
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Requested for 2017	\$5,400
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The rate the three selectmen are paid has not change since anyone can remember. The chairman makes 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 2016	\$1,500
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Requested for 2017	\$1,675
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\$15.47 per hour X 108 hours= \$1,675

The minutes clerk develops the minutes from an audio tape. The minutes clerk is considered a temporary employee as she does not have scheduled hours. Her hours fluctuate depending upon the frequency and length of meetings.

1-4130.10-605 Trustees of the Trust Funds

Appropriated in 2016	\$700
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Requested in 2017	\$700
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This line encompasses the cost of stipend for the senior trustee who administers the funds.

1-4130.10-800 EXEC Town Administrator's Expense

Appropriated in 2016	\$0
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Requested in 2017

\$0

This line covers the miscellaneous expenses for the Town Administrator. This line was cut to achieve the budget guidance issued by the BOS.

1-4130.20-110 EXEC Administrative Salaries

Appropriated in 2016

\$116,250

Requested in 2017

\$112,191

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 AA position has an increase in salary as a result of aligning personnel on the wage classification system effective on the employee's anniversary date.

Town Administrator Salary

$\$37.47 \times 40 \text{ hours per week} \times 2 \text{ weeks} = \$2,998$

$\$37.47 \times 40 \text{ hours per week} \times 50 \text{ weeks} = \$74,940$

TOTAL=\$77,938

Administrative Assistant Salary

$\$18.70 \times 35 \text{ hours per week} \times 28 \text{ weeks} = \$18,326$

$\$18.96 \times 35 \text{ hours per week} \times 24 \text{ weeks} = \$15,927$

TOTAL \$34,253

Welfare Administrator (reflected in Welfare Budget)

$\$18.70 \times 5 \text{ hours per week} \times 28 \text{ weeks} = \$2,618$

$\$18.96 \times 5 \text{ hours per week} \times 24 \text{ weeks} = \$2,276$

TOTAL= \$4,894

1-4130.30-550 EXEC Town Report Printing

Appropriated in 2016 \$4,000

Requested in 2017 \$4,000

This line covers the cost of preparing and printing the Town Report.

1-4130.90-430 Copier Lease

Appropriated in 2016 \$1,750

Requested in 2017 \$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 2016 \$3,500

Requested in 2017 \$3,500

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. The Earthlink phone line was eliminated in 2015 reducing our operating cost for the analog telephone line. All of our lines are now VoIP.

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

Phone System Maint/Repairs \$334

1-4130.90-531 Cellphone

Appropriated in 2016 \$625

Requested in 2017 \$625

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

1-4130.90-540 Advertising

Appropriated in 2016	\$1,500
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Requested in 2017	\$1,500
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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 2016	\$4,150
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Requested in 2017	\$4,500
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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 2016	\$750
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Requested in 2017	\$1,250
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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 2016	\$7,500
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Requested in 2017	\$5,500
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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 2016	\$2,300
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Requested in 2017	\$2,000
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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 2016	\$750
Requested in 2017	\$1,000

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

1-4130.91-301 IT Services

Appropriated in 2016	\$19,500
Requested in 2017	\$23,159

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 faction increasing cost is the need an email encryption solution for confidential information.

1-4130.91-302 Computer Equipment/Repair

Appropriated in 2016	\$1,000
Requested in 2017	\$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 2016	\$2,125
Requested in 2017	\$2,125

This line covers the cost of maintenance of the website for Virtual Town & School, the vendor who we contract with for this service. We pay \$125 per annum to the federal government to maintain our domain name.

1-4130.91-760 Budget Committee Expense

Appropriated in 2016	\$ 820
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Requested in 2017	\$ 820
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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 2016	\$34,061
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Requested in 2017	\$66,147
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This line covers the annual cost for the Finance Director who performs the accounting function for the town. This position was split with the Welfare Administrator position in 2016. One person performed both job functions. The 2016 salary represented the portion of the payroll paid for the Finance Director position. The rest of the salary for the person filling both positions came from the welfare budget. The welfare administrator position was consolidated with the Administrative Assistant position with a reduction in hours from 15 hours per week to just 5 hours per week at a lower wage rate. The amount for 2017 represents the salary for the finance director .

$\$31.80 \times 40 \text{ hours per week} \times 52 \text{ weeks} = \$66,147$

1-4150.10-341 Accounting Software

Appropriated in 2016	\$ 0
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Requested in 2017	\$4,638
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We converted our accounting software to Tyler Infinite Vision, our maintenance fees begin in 2017. We did not have to pay a maintenance fee in 2016.

1-4150.10-342 Payroll Processing

Appropriated in 2016	\$10,700
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Requested in 2017	\$9,850
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This line represents the contract with Checkmate, the vendor who provides our electronic timesheets, processes our payroll and generates the pay checks for employees. There is a reduction as we will be generating our IRS 1095 forms in house which is more cost effective than contracting that service with Checkmate.

1-4150.10-560 Dues and Subscriptions

Appropriated in 2016	\$500
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Requested in 2017	\$500
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This line represents the cost of attending the annual New Hampshire Government Finance Officers Association Convention. Additional educational seminars held periodically throughout the year. These conferences are highly educational and provide excellent education and support.

1-4150.20-330 Audit Contract

Appropriated in 2016	\$27,000
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Requested in 2017	\$27,000
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This line covers the cost of the annual financial and single audit. We will be subject to a single stream audit in 2016, we have received over \$750, 000 in federal funds from grants. Plodzik & Sanderson is the present firm we utilize for our audit. This includes a Highway Department and Fire Department performance audit which will be conducted by MRI.

Financial Audit	\$13,200
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Single Audit	\$ 2,000
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Performance Audit	\$12,000
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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 2016	\$5,319
Requested in 2017	\$5,565

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 present hourly rate is \$11.42 which will increase to \$12.12 for a step adjustment in accordance with the wage classification system.

Town Hall Maintenance

$\$11.42 \times 9 \text{ hours per week for 17 weeks} = \$1,747$

$\$12.12 \times 9 \text{ hours per week for 35 weeks} = \$3,818$

TOTAL: \$5,565

Community Center Maintenance

$\$11.42 \times 20 \text{ hours per week for 17 weeks} = \$3,883$

$\$12.12 \times 20 \text{ hours per week for 35 weeks} = \$8,484$

TOTAL: \$12,367

1-4194.10-411 Sewer

Appropriated in 2016	\$250
Requested in 2017	\$250

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 2016	\$250
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Requested in 2017	\$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 2016	\$9,000
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Requested in 2017	\$10,000
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This line covers the costs of maintaining and repairing the town hall. This line was significantly over expended in 2013 and 2014 due to necessary repairs. The LED lighting upgrade project replaced the frequently used lights. 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 in 2016.

1-4194.10-610 Custodial Supplies

Appropriated in 2016	\$500
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Requested in 2017	\$500
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1-4194.10-621 Heat/Gas

Appropriated in 2016	\$5,000
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Requested in 2017	\$5,000
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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.

1-4194.10-622 Electricity

Appropriated in 2016	\$8,000
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Requested in 2017	\$6,500
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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

1-4411.10-100HA Health Salaries

Appropriation in 2016	\$6,453
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Requested for 2017	\$6,453
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The Health Officers stipend for 2017 will be \$4,413

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

The health officer works part time on an as needed basis. Her 3- year appointment by the NH Division of Public Health Services expires in June 2016. Having access to phones and email, the health officer is able to respond quickly to health issues as they arise. She currently uses her own cell phone for work that she conducts in the field and to monitor the Health Department phone line at town hall. 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.

She 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. She maintains the Health Department website on the Allenstown website and publishes pertinent health related information on this site.

The health officer is also representing the Town of Allenstown on the Capital Area Public Health Advisory Council. She currently is serving as secretary for the 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. She 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 is also appointed by the NH Department of Health and Human Services and fills in for the Health Officer when she is unable to respond. The Deputy Health Officer also serves as the Fire Chief and Building Inspector.

1-4411.10-560 HA Dues/Publications

Appropriation in 2016	\$530
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Requested for 2017	\$530
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NH Health Officers Association Dues x2	\$35 x2 = \$70
NH Health Officers Association Conferences	\$75 x2=\$150 x 2= \$300
National Association of County and City Health Officials (NACCHO)	\$62 per year for town membership which is based on population of the town.
National Environmental Health Association (NEHA)	\$95 per year

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. For this reason, additional funding is being requested to send both the Health Officer and Deputy Health Officer to these conferences at a cost of \$75 per conferences x 2 conferences = \$300

NACCHO membership offers unique benefits to local health departments. The organization provides networking forums, educational seminars and grant opportunities.

NACCHO members get advice and support from a powerful network of expert colleagues on a wide range of public health issues. NACCHO's interactive e-mail list services connect the local health officer to public health professionals with similar interests and concerns, such as immunization, emergency preparedness, and rural health. As the national voice for local health departments, NACCHO provides its members with the latest updates on key public health issues and opportunities to take action. Members have an opportunity to communicate the value of local health departments with their own policymakers and help impact policy. NACCHO offers resources to help local health departments be sustainable and successful in activities that range from screenings, inspections, and training programs to the essential tasks of formulating policy and health impact assessments.

NEHA is the only association that covers areas of environmental health and protection including terrorism and all-hazards preparedness, food protection, hazardous waste, onsite wastewater, air and water quality, epidemiology and environmental health management. Membership provides access to training, networking and an annual subscription to the Journal of Environmental Health National which is published 10 times per year.

1-4411.11-343HA Equipment

Appropriation in 2016	\$500
Requested for 2017	\$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 2016	\$80,000
Requested in 2017	\$56,619

This line covers the cost of property and liability insurance for the town. The increase for 2017 is 3.4% over the previous year. 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 2017 and forward.

LEGAL

1-4153.20-320 Legal

Appropriated in 2016 \$50,000

Requested in 2017 \$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. The Fairpoint taxation litigation is a court case that Allenstown is involved in with many other communities across the state.

MUNICIPAL AGENT

This is a new budget which is being created as a result of the re-organization of the Town Clerk, Tax Collector and Municipal Agent functions. 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. This budget allows for a more accurate representation of the allotment of costs for this function as compared to the functions of Town Clerk and Tax Collector. The salary lines for the Town Clerk and Tax Collector functions where reduced and re-allocated to this account for the 2016 Budget.

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. There is no COLA increase budgeted for 2017. The salary of the Municipal Agent is a portion of the salary set at Town Meeting in 2016 to take effect in 2017. The increase for the Municipal Agent Clerk is a result of a step adjustment from the wage classification system. The full salary of the person filling the three functions is detailed below.

Requested in 2016 \$52,058

Requested in 2017 \$54,174

Municipal Agent Supervisor:

$\$21.44 \times 32 \text{ hrs.} \times 11 \text{ wks.} = \$7,547$

$\$22.68 \times 32 \text{ hrs.} \times 41 \text{ wks.} = \$29,757$ **Total \$37,304**

Town Clerk:

$\$21.44 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \944

$\$22.68 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$3,720$ Total \$4,664

Tax Collector:

$\$21.44 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \944

$\$22.68 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$3,720$ Total \$4,664

TOTAL SALARY = \$46,632

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 1% COLA increase budgeted for July 1, 2016. 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:

$\$14.76 \times 18 \text{ hrs.} \times 21 \text{ wks.} = \$5,580$

$\$15.47 \times 18 \text{ hrs.} \times 21 \text{ wks.} = \$5,848$

$\$14.76 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,657$

$\$15.47 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,785$

Municipal Agent Clerk TOTAL = \$16,870

Deputy Tax Collector:

$\$14.76 \times 2 \text{ hrs.} \times 21 \text{ wks.} = \617

\$15.47 X 2 hrs. X 21 wks. = \$650

\$14.76 X 4 hours X 5 weeks = \$296

\$15.47 X 4 hours X 5 weeks = \$310

Deputy Tax Collector TOTAL = \$1,873

1-4150.17-341 Computer / Software

Appropriated in 2016:	\$5,250
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Requested in 2017:	\$5,250
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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 2016:	\$1,300
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Requested in 2017:	\$1,300
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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 \$100.00 to this budget due to the increase in postage that took place during 2015. Postage rates went from .48/letter and \$6.48/certified letter to .485/letter and \$6.735/certified letter.

OLD ALLENSTOWN MEETING HOUSE

1-4619.10-435 Maintenance

Appropriated in 2016	\$200
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Requested in 2017	\$150
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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 2016	\$800
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Requested in 2017	\$850
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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 2016	\$50
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Requested in 2017	\$50
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This line covers the cost of custodial supplies to clean the building.

1-4619.10-622 Electricity

Appropriated in 2016	\$250
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Requested in 2017	\$250
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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 Allenstown Community Center with a smaller amount for Volunteers Park.

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 is planning to operate a meals program to children and their families in need starting in the fall.

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.

1-4520.10-310 P&R Minutes Transcription

Appropriated in 2016	\$0
Requested in 2017	\$0

This line covers the cost of transcribing the minutes of the meetings of the Parks & Recreation Commission. At present the commission is not active.

1-4520.10-320 P&R Boys & Girls Club

Appropriated in 2016	\$16,000
Requested in 2017	\$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 programming. The Town provides the facilities to operate the program and subsidizes the cost for low income children to participate in the program.

1-4520.20-110 P&R Maintenance Person Salary

Appropriated in 2016	\$12,187
Requested in 2017	\$12,367

The Allenstown Community Center building was completed on June 1st, 2016. The 2017 Budget year will provide 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 will provide 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.

Town Hall Maintenance

\$11.42 X 9 hours per week for 17 weeks = \$1,747

\$12.12 X 9 hours per week for 35 weeks = \$3,818

TOTAL: \$5,565

Community Center Maintenance

\$11.42 X 20 hours per week for 17 weeks = \$3,883

\$12.12 X 20 hours per week for 35 weeks = \$8,484

TOTAL: \$12,367

1-4520.20-301 P&R IT Services

Appropriated in 2016	\$50
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Requested in 2017	\$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.

01.4520.20.411 Sewer

Appropriated in 2016	\$450
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Requested in 2017	\$600
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This line covers the cost of municipal sewer service at the community center.

01.4520.20.412 Water

Appropriated in 2016	\$450
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Requested in 2017	\$800
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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 as 2017 will be the first full year the community center will be operational. This line also covers the cost of water at the Volunteers Park.

01.4520.20.435 Building Repairs/Maintenance

Appropriated in 2016	\$5,000
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Requested in 2017	\$7,000
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This line covers the cost of repairs and maintenance to the community center and anything needed at Volunteers Park.

01.4520.20.463 Equipment Repairs/Maintenance

Appropriated in 2016	\$3,000
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Requested in 2017	\$1,000
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This line covers the cost of repairs to Parks & Recreation equipment such as the tractor, snow blower, etc...

01.4520.20.530 Telephone/Modem/Internet

Appropriated in 2016	\$1,000
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Requested in 2017	\$1,030
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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
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Northeast Security Agency-Security Alarm	\$250 annually
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01.4520.20.540 Advertising

Appropriated in 2016	\$100
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Requested in 2017	\$100
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This line covers the cost of any legal advertising or job postings related to the P&R.

01.4520.20.605 Office Supplies

Appropriated in 2016	\$50
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Requested in 2017	\$50
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This line covers the cost of office supply type items. The amount expended in 2015 was \$249.

01.4520.20.610 General Supplies

Appropriated in 2016	\$250
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Requested in 2017	\$2,000
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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.

01.4520.20.621 Heat

Appropriated in 2016	\$2,500
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Requested in 2017	\$8,500
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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.

01.4520.20.622 Electricity

Appropriated in 2016	\$2,500
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Requested in 2017	\$12,500
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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.

01.4520.702 Landscape Maintenance

Appropriated in 2016	\$2,000
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Requested in 2017	\$1,000
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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 2016	\$50
Requested in 2017	\$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 2016	\$2,000
Requested in 2017	\$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 2016	\$300
Requested in 2017	\$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 2016	\$296,000
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Requested in 2017	\$249,861
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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 2017 will not be set until the end of October. This budget line will be adjusted when the rates are determined. The health insurance plan for 2017 will be changed from a standard HMO to the HMO Site of Service Plan. This plan will result 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.

1.4155.20.212 Health Reimbursement Account

Appropriated in 2016	\$0
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Requested in 2017	\$38,500
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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 2016	\$0
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Requested in 2017	\$2,651
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This is a new line created for the management of the health reimbursement accounts and the flexible spending accounts. Health Trust will manage the Flexible Spending Accounts while Benefits Strategies will manage the Health Reimbursement Account.

1-4155.20-211 Dental Insurance

Appropriated in 2016	\$21,200
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Requested in 2017	\$22,040
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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.

1-4155.20-215 Group Life Insurance

Appropriated in 2016	\$16,600
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Requested in 2017	\$16,600
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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 2016	\$46,770
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Requested in 2017	\$49,250
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This line represents the employers cost of the social security tax for those employees who are required to pay into the social security system. The cost of social security for Library personnel is in the Library Budget.

1-4155.20-225 Medicare

Appropriated in 2016	\$21,820
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Requested in 2017	\$22,500
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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 2016	\$55,000
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Requested in 2017	\$59,000
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This line represents the employers cost for retirement contributions for all full time employees other than police and fire personnel. The rate for the first 6 months is 11.17% and the second 6 months is estimated to be 11.17%

1-4155.20-231 Police Retirement

Appropriated in 2016	\$153,000
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Requested in 2017	\$165,465
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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 present rate is 26.38%

through June of 2017. The rate for the last 6 months of the year is estimated to be 29.43%. The increase in this line is due to the NHRS rate change as well as salary increases.

1-4155.20-232 Fire Retirement

Appropriated in 2016	\$38,000
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Requested in 2017	\$38,771
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This line represents the employers cost for retirement contributions for the two full time firefighters. The present rate is 29.16% through June of 2017. The rate for the last 6 months of the year is estimated to be 31.89%. The increase in this line is based upon the rate increase and salary increases as well as the rate change from NHRS.

1-4155.20-233 TA Retirement

Appropriated in 2016	\$8,700
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Requested in 2017	\$8,870
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This line represents the employers cost for the TA's retirement contribution, 457b plan. The rate for the first 6 months is 11.17% and the second 6 months is 11.38% which coincides with the NHRS rate change effective July 1, 2017

1-4155.20-250 Unemployment Compensation

Appropriated in 2016	\$0
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Requested in 2017	\$0
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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 2017 without further expenditures. We will not be able to verify this until the end of October or early November.

1-4155.20-260 Workers Compensation

Appropriated in 2016	\$30,816
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Requested in 2017	\$37,512
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This line represents the cost of Workers Compensation insurance through Primex for all town employees and volunteer staff. The increase is due to a credit received as a premium holiday issued in 2016 which may not be available in 2017.

PLANNING BOARD

1-4191.10-240 Training

Appropriated in 2016 \$250

Requested in 2017 \$250

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

1-4191.10-301 IT Services

Appropriated in 2016 \$72

Requested in 2017 \$72

This is the cost for a planning board email address.

1-4191.10-310 Minute Transcription

Appropriated in 2016 \$900

Requested in 2017 \$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 2016 \$4,500

Requested in 2017 \$4,500

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

1-4191.10-330 Contracted Services

Appropriated in 2016 \$3,000

Requested in 2017	\$3,000
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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 2016	\$0
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Requested in 2017	\$0
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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 2016	\$100
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Requested in 2017	\$100
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1-4191.10-540 Advertising

Appropriated in 2016	\$500
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Requested in 2017	\$500
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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 2016	\$100
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Requested in 2017	\$100
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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 2016	\$100
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Requested in 2017	\$100
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This line covers the cost of office supplies for the Planning Board.

1-4191.10-611 Postage

Appropriated in 2016	\$300
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Requested in 2017	\$300
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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 2016	\$22,207
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Requested in 2017	\$22,207
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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 2016:	\$6,276
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Requested in 2017:	\$6,173
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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 is no COLA increase budgeted for 2017. The 2016 Town Meeting set the compensation for the Tax Collector/Town Clerk at \$43,000. The cost is divided up as indicated below.

Municipal Agent Supervisor:

$\$21.44 \times 32 \text{ hrs.} \times 11 \text{ wks.} = \$7,547$	
$\$22.68 \times 32 \text{ hrs.} \times 41 \text{ wks.} = \$29,757$	Total \$37,304

Town Clerk:

$\$21.44 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \944	
$\$22.68 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$3,720$	Total \$4,664

Tax Collector:

$\$21.44 \times 4 \text{ hrs.} \times 11 \text{ wks.} = \944	
$\$22.68 \times 4 \text{ hrs.} \times 41 \text{ wks.} = \$3,720$	Total \$4,664

TOTAL SALARY = \$46,632

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:

$\$14.76 \times 18 \text{ hrs.} \times 21 \text{ wks.} = \$5,580$	
$\$15.47 \times 18 \text{ hrs.} \times 21 \text{ wks.} = \$5,848$	
$\$14.76 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,657$	
$\$15.47 \times 36 \text{ hours} \times 5 \text{ weeks} = \$2,785$	

Municipal Agent Clerk TOTAL = \$16,870

Deputy Tax Collector:

$\$14.76 \times 2 \text{ hrs.} \times 21 \text{ wks.} = \617

$\$15.47 \times 2 \text{ hrs.} \times 21 \text{ wks.} = \650

$\$14.76 \times 4 \text{ hours} \times 5 \text{ weeks} = \296

$\$15.47 \times 4 \text{ hours} \times 5 \text{ weeks} = \310

Deputy Tax Collector TOTAL = **\$1,873**

1-4150.40-320 Lien Releases

Appropriated in 2016:	\$1,800
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Requested in 2017:	\$1,800
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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 off setting revenue added to the cost of executing the lien.

1-4150.40-330 Mortgagee Research

Appropriated in 2016:	\$4,700
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Requested in 2017:	\$4,700
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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 2016:	\$0
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Requested in 2017:	\$2,702
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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 2016	\$0
Requested in 2017	\$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 2016:	\$1,000
Requested in 2017:	\$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 2016:	\$5,900
Requested in 2017:	\$5,900

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, Allentown 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 2016:	\$1,500
Requested in 2017:	\$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 2016: \$5,537

Requested in 2017: \$5,664

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 1% COLA increase budgeted to take effect on July 1, 2016. In the 2015 Budget and prior the Town Clerk and Tax Collector functions split the salary costs 50%/50% for both positions.

Municipal Agent Supervisor:

\$21.44 X 32 hrs. X 11 wks. = \$7,547

\$22.68 X 32 hrs. X 41 wks. = \$29,757 Total \$37,304

Town Clerk:

\$21.44 X 4 hrs. X 11 wks. = \$944

\$22.68 X 4 hrs. X 41 wks. = \$3,720 **Total \$4,664**

Tax Collector:

\$21.44 X 4 hrs. X 11 wks. = \$944

\$22.68 x 4 hrs. X 41 wks. = \$3,720 Total \$4,664

TOTAL SALARY = \$46,632

The Deputy Town Clerk position was changed to a stipend position.

Deputy Town Clerk: **\$1,000**

1-4140.10-560 Dues/Conferences

Appropriated in 2016: \$750

Requested in 2017: \$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 held periodically throughout the year. These conventions are highly educational and provide excellent education and support.

1-4140.10-610 Supplies

Appropriated in 2016: \$300

Requested in 2017: \$300

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.

1-4140.20-110 Supervisors of the Checklist

Appropriated in 2016: \$3,245

Requested in 2017: \$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 2016: \$250

Requested in 2017: \$250

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

1-4140.20-540 Advertising

Appropriated in 2016: \$50

Requested in 2017: \$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 2016: \$2,400

Requested in 2017: \$600

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. 2017 will have 1 election, Town Meeting.

8 ballot clerks X \$75/election X 1 election = \$600

1-4140.30-310 Minutes Transcription

Appropriated in 2016: \$250

Requested in 2017: \$250

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

1-4140.30-550 Election Printing

Appropriated in 2016: \$8,000

Requested in 2017: \$4,000

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 2016: \$2,000

Requested in 2017: \$1,000

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 2016: \$400

Requested in 2017: \$100

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 2016:	\$1,000
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Requested in 2017:	\$1,000
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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 2016:	\$750
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Requested in 2017:	\$300
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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 four elections.

\$150 X 2 = \$300

TREASURER

1-4150.50-100 Treasurer Salary

Appropriated in 2016	\$3,293
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Requested in 2017	\$3,600
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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 2106	\$150
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Requested in 2017	\$150
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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 2016: \$20,437

Requested in 2017: \$5,000

Welfare Administrator (reflected in this budget)

\$18.70 X 5 hours per week X 28 weeks= \$2,618

\$18.96 X 5 hours per week X 24 weeks= \$2,276

TOTAL= \$4,894

Administrative Assistant Salary (reflected in the Executive Salaries budget)

\$18.70 X 35 hours per week X 28 weeks = \$18,326

\$18.96 X 35 hours per week X 24 weeks = \$15,927

TOTAL \$34,253

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 placement on the wage classification system effective on the employees anniversary date. 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 2016: \$300

Requested in 2017: \$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 2016: \$200

Requested in 2017: \$150

This line covers the cost of membership dues to the Welfare Director's Association and additional trainings that maybe available during the 2016 budget year.

1-4441.10-611 Postage

Appropriated in 2016: \$125

Requested in 2017: \$ 75

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

1-4442.10-800 Misc.

Appropriated in 2016: \$80

Requested in 2017: \$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 2016: \$30,000

Requested in 2017: \$33,100

This line has increased based on the data collected from the 2015 budget analysis and the current budget spending trends.

1-4442.10-820 Food

Appropriated in 2016: \$450

Requested in 2017: \$400

This line has decreased based on the data collected from the 2014 budget analysis and the current budget spending trends.

1-4442.10-830 Electricity

Appropriated in 2016: \$3,000

Requested in 2017: \$2,000

This line has decreased based on the data collected from the 2014 budget analysis and the current budget spending trends. 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 2016: \$5,000

Requested in 2017: \$3,200

This line has decreased based on the data collected from the 2014 budget analysis and the current budget spending trends. 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 2016: \$ 600

Requested in 2017: \$ 450

This line has decreased based on the data collected from the 2014 budget analysis and the current budget spending trends. 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 2016: \$1,500

Requested in 2017: \$1,500

This line has stayed the same based on the data collected from the 2014 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 2016	\$750
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Requested in 2017	\$750
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This line covers the cost of the payment to the transcriptionist who transcribes the minutes from the ZBA meeting.

1-4191.30-320 Legal

Appropriated in 2016	\$ 2,000
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Requested in 2017	\$ 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 2016	\$847
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Requested in 2017	\$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 2016	\$400
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Requested in 2017	\$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 2016	\$800
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Requested in 2017	\$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 2016	\$100
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Requested in 2017	\$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 2016	\$1,000
Requested in 2017	\$1,000

This line is the estimated income on timber intent to cut permits.

01.3186.10.000 Payments in Lieu of Taxes

Appropriated in 2016	\$0.00
Requested in 2017	\$4,500

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 2016	\$ 45,000
Requested in 2017	\$ 45,000

This line represents the amount of income received on current year taxes.

01.3190.11.000 Lien Interest for Prior Year Taxes

Appropriated in 2016	\$65,000
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Requested in 2017	\$65,000
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This line represents the amount of income received on prior year tax liens.

01.3190.41.000 Excavation Tax

Appropriated in 2016	\$ 1,000
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Requested in 2017	\$ 1,000
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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 2016	\$375
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Requested in 2017	\$375
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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 2016	\$625,150
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Requested in 2017	\$640,000
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This line represents the amount of income received on motor vehicle registrations. The trend has been on the increase in the past few years.

01.3230.10.000 Building Permits

Appropriated in 2016	\$4,500
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Requested in 2017	\$6,000
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This line represents the amount of income received on building permits. The trend is showing an increase in revenues for this department.

01.3290.10.000 Dog Licenses

Appropriated in 2016	\$3,000
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Requested in 2017	\$3,000
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This line represents the amount of income received on dog licenses. The trend is showing a decrease in revenues for this department due to the lack of license enforcement.

01.3290.20.000 Dog Fines

Appropriated in 2016	\$700
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Requested in 2017	\$700
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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 2016	\$125
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Requested in 2017	\$125
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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 2016	\$125
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Requested in 2017	\$125
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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.

01.3290.90.000 Zoning Fees

Appropriated in 2016	\$350
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Requested in 2017	\$350
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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 by the board performing this function.

01.3290.91.000 Planning Fees

Appropriated in 2016	\$4,000
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Requested in 2017	\$4,000
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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.

01.3302.10.000 School Department Shared Cost

Appropriated in 2016	\$1,800
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Requested in 2017	\$1,800
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This line represents reimbursement from the school for their share of the cost such as the printing of the town report and ballots.

State Sources

01.3351.10.000 Meals and Room Tax

Appropriated in 2016	\$205,000
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Requested in 2017	\$210,000
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This line represents the town's share from the state rooms and meals tax.

01.3353.10.000 Highway Block Grant

Appropriated in 2016	\$86,500
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Requested in 2017	\$86,500
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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 2016	\$2,500
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Requested in 2017	\$2,500
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This line represents the reimbursement from other communities when we assist with a forest fire.

Charges for Services

01.3401.12.000 School Resource Officer

Appropriated in 2016	\$0.00
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Requested in 2017	\$0.00
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This line represents the reimbursement from the school for salary and benefits paid to the School Resource Officer.

01.3401.22.000 Income from Police Department

Appropriated in 2016	\$3,200
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Requested in 2017	\$3,200
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This line represents the fees collected for parking tickets, police reports, and pistol permits.

01.3401.23.000 Witness Fees

Appropriated in 2016	\$0.00
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Requested in 2017	\$0.00
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This line represents the fees collected for the state when an officer is a witness during a court case.

01.3401.25.000 Traffic Enforcement Grants

Appropriated in 2016	\$12,000
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Requested in 2017	\$12,000
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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 2016	\$1,000
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Requested in 2017	\$1,000
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This line represents the fees charged by the fire department for blasting and burner permits.

01.3404.10.000 Residential Refuse Charges

Appropriated in 2016	\$2,000
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Requested in 2017	\$2,000
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This line represents the fees charged by the highway department for disposing certain items at the transfer station.

01.3405.10.000 Franchise Fees

Appropriated in 2016	\$41,000
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Requested in 2017	\$41,000
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This line represents the franchise fees paid by Comcast Xfinity to the town.

Miscellaneous Revenues

01.3501.20.000 Sales of Tax Deeded Property

Appropriated in 2016	\$7,750
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Requested in 2017	\$0
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This line represents the amount received when selling tax deeded property.

01.3502.10.000 Interest on Checking

Appropriated in 2016	\$800
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Requested in 2017	\$800
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This line represents the amount received in interest dividends on the town's investment account.

01.3504.10.000 Fines from Court

Appropriated in 2016	\$700
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Requested in 2017	\$700
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This line represents the court fines received by the town from Allentown court cases.

01.3504.15.000 Zoning Fines

Appropriated in 2016	\$50,000
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Requested in 2017	\$24,000
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This line represents the court fines received by the town from Allentown Aggregate Case.

01.3506.10.000 Insurance Dividends and Reimbursements

Appropriated in 2016	\$26,500
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Requested in 2017	\$0
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This line represents the fund reimbursements sent to the town for insurance holidays. Insurance company payments for insurance claims owed to the town.

01.3507.10.000 NSF Fees

Appropriated in 2016	\$400
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Requested in 2017	\$150
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This line represents the fees paid by residents for writing an NSF check to the Town of Allentown.

01.3509.10.000 Welfare Reimbursements

Appropriated in 2016	\$2,000
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Requested in 2017	\$2,000
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This line represents the amount that is paid back for welfare assistance when a lien is placed against a property which later sells.

01.3509.20.000 Miscellaneous Income

Appropriated in 2016	\$1,800
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Requested in 2017	\$1,800
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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 2016	\$112,000
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Requested in 2017	\$0.00
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This line represents the amount of funds that the voters decide to transfer to capital reserve accounts at town meeting.