The annual town and school district meeting involves two sessions. The Deliberative Session which will be held on **Saturday, February 1st at 9 AM** at the Armand Dupont School, 10.5 School St. in Allenstown, and the Voting Session which will be held on **Tuesday, March 10th from 8 AM to 7 PM** at the St. John the Baptist Parish Hall located at 10 School St. in Allenstown. All registered voters are eligible to participate in the process.

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

There is also a petitioned warrant article on increasing the size of the Board of Selectmen to (5) five members.

The annual Town and School District warrants are posted on the website along with detailed budget documents to assist voters in their decision making process, and also packets of this information will be available at the Deliberative Session.

Details for each Article in the Town and School Warrants can be found in this guide.

This guide is intended to provide information to voters in regards to the process and matters under consideration before the Town/School District Meetings. The Town website is the primary source of updated information in regards to the budget and Town Meeting. See the main page at [www.allenstownnh.gov](http://www.allenstownnh.gov), and look for the 2020 Town Meeting Budget Icon to the right of the page.

**2020 Proposed Town Budget**

The proposed Town Operating Budget for 2020 represents an increase in spending of 2.56%. While this budget is slightly higher than the 2019 Yearly CPI Rate of 2.3%, the impact on the taxpayer is less than the 2019 Budget. The 2020 Budget Management Plan goal was to minimize the impact on the tax rate to the taxpayers. With that said, the reason that the 2020 Town Budget has less of a tax impact on the taxpayers than 2019’s Town Budget is because the Non-Property Tax Revenue (NPTR) more than offsets the increase in the 2020 Town Budget. In fact, there is an estimated $37,653 in NPTR that should actually help to decrease the 2020 (Municipal) Town portion of the tax rate. The Default Budget for 2020 is actually only $24,187 less than the proposed Town Budget for 2020. The Board of Selectmen would like to thank all of the department heads, board chairpersons, and members of the Budget Committee in working with them to achieve the goal of delivering a budget that won’t increase the Town portion of the tax rate. While the tax rate can’t be completed until the 2020 Assessed Valuation, tax credits & exemptions as well as overlay are determined; we are confident that the town portion of the tax rate will be less than 2019. Estimating the change in these items is just that; an estimate which is estimated conservatively. These factors are likely to change between now and the time the tax rate is set in October/November of 2020; still we believe that this year's Proposed Budget will reduce the Municipal Portion of the tax rate.
First you must be registered to vote. **How Do I Register To Vote?**

1) You may apply to your town clerk's office. You will be required to fill out a standard voter registration form.

2) You may also register with your community's Supervisors of the Checklist. By law, the supervisors are required to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call the clerk's office for the date and time of such meeting.

3) Qualified individuals may register to vote at the polling place on Election Day at all elections.

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

Further questions may be answered at SOS.NH.GOV or by contacting your local Town Clerk, Kathleen Pelissier at 485-4276 ext.116 kpelissier@allenstownnh.gov

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

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

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

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

The votes are tallied by computer and reported the same day as the polls are open. Most articles require a simple majority for passage. Some articles have special requirements such as bond articles and changing the purpose of a capital reserve fund. These articles require a supermajority for passage. They require a 2/3 majority or 66.7% to pass.

If the voters fail to pass the operating budget articles (Town, Sewer and School) the respective default budgets become the operating budget for that entity.
On the Allenstownnh.gov homepage, look for the picture above on the right hand side. Clicking on the picture will bring you to a new webpage where you will find all of the 2020 Budget Information! Also if you reading this document online, then clicking the picture above will bring you to the budget information!

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WARRANT ARTICLES-ELECTED OFFICES

ARTICLE 1  Election of Town Officials

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

- Town Treasurer 1 for 1 year
- Selectman 1 for 3 years
- Sewer Commissioner 1 for 3 years
- Trustee of Trust funds 1 for 3 years
- Trustee of Cemeteries 1 for 3 years
- Budget Committee 4 for 3 years
- Library Trustee 1 for 3 years
- Town Clerk/Tax Collector 1 for 3 years
- Supervisor of the Checklist 1 for 6 years
- Moderator 1 for 2 years
- Road Agent 1 for 2 years

Candidates for the various municipal offices must declare their candidacy with the Town Clerk between January 22nd and January 31, 2020 (Town Hall is open from 3 PM to 5 PM on 1/31/20). Interested residents may contact the Town Clerk or the Town Administrator to learn more about the duties and responsibilities of the various positions. These positions will be voted on at the Voting Session of Town Meeting on March 10th, 2020.
ARTICLE 2
Are you in favor of the adoption of Amendment No. 1 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

To enact certain administrative revisions to the Ordinance including:

To ensure that the title page, including the Town Seal, document title, revision date, and the name and address of the town is included before the table of contents.

To ensure the table of contents accurately reflects the sections and page numbers correctly.

To change the “Dates of Revision” heading to “Revision History.”

To ensure that each major Article starts at the top of a new page.

To list page numbers in the footer at the bottom of the page and to list page numbers as a specific page of a set number of pages; for example, “page 12 of 125.”

Recommended by the Planning Board

EXPLANATION—A “YES” Vote would allow the Planning Board and Town Staff to add a title page to the ordinance which would include the Town Seal, a title (“Town of Allenstown Zoning Ordinance”), a revision date (being the date of the approval by the voters), and the Town’s name and address to be placed as the first page of the document. Furthermore, it would allow the Planning Board and Administrative Staff to ensure that the Table of Contents page numbers match the proper pages in the document; change the wording “Dates of Revision” to “Revision History”; make changes to the document so that each major Article in the ordinance starts on the top of a new page; and change the page numbers in the footer at the bottom of the page, so that each page is listed as well as the total number of pages in the document. (for instance, in this newsletter the page number would be relocated at the bottom of the page and would be presented as “Page 4 of 20”.) The intent of all of the changes is to make the ordinance easier to identify and to use.

ARTICLE 3
Are you in favor of the adoption of Amendment No. 2 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Clarify that Article III, Section 302.c is referring to “Home Occupations” in Section 1102, not “Uses Not Permitted.”

Recommended by the Planning Board

EXPLANATION—A “YES” Vote on this article would help to clarify the meaning of the ordinance by making it clear that Section 302.c refers to Home Occupations as found in Section 1102. The actual title of Section 1102 is in fact “Accessory and Home Occupations”.
WARRANT ARTICLES - ZONING ORDINANCE CHANGES

ARTICLE 4
Are you in favor of the adoption of Amendment No. 3 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article III, Section 311 by including the proper citation as section 1102, Home Occupations.

Recommended by the Planning Board

EXPLANATION - A “YES” Vote on this article would make the ordinance clearer by adding the language that it refers to Section 1102, where one would find the Supplemental Regulations for “Accessory and Home Occupations”.

ARTICLE 5
Are you in favor of the adoption of Amendment No. 4 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article VI, Section 601 by listing Carports complying with setbacks as a permitted use as item “j.”

Recommended by the Planning Board

EXPLANATION - A “YES” Vote would make “Carports” an allowed use in the Open Space and Farming Zone as long as they don’t encroach on setback regulations. As a side note, the setbacks for carports are actually found in Section 604 of the ordinance. They are 20 feet from any street, and 30 feet from any rear or side lot line.

ARTICLE 6
Are you in favor of the adoption of Amendment No. 5 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article VII, Section 701 by listing Carports complying with setbacks as a permitted use as item “i.”

Recommended by the Planning Board

EXPLANATION - A “YES” Vote would make “Carports” an allowed use in the Residential Zone as long as they don’t encroach on setback regulations. As a side note, the setbacks for carports are actually found in Section 703 of the ordinance. They are 20 feet from any street, and 30 feet from any rear or side lot line.
ARTICLE 7
Are you in favor of the adoption of Amendment No. 6 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article X, Section 1001.t by adding “Nursing Home/Assisted Living” as a permitted use.

Recommended by the Planning Board

EXPLANATION - A “YES” Vote on this article would add Nursing Homes and Assisted Living complexes as permitted uses in the Commercial/Light Industrial Zone by including them in Section 1001.t; which is currently titled Adult Daycare in the ordinance, so if approved it would look like this

Adult Daycare/Nursing Homes/Assisted Living

ARTICLE 8
Are you in favor of the adoption of Amendment No. 7 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article XI, Section 1123.c.1 by changing the term “accessory dwelling unit” to just “dwelling unit.” Recommended by the Planning Board

EXPLANATION - A “YES” Vote on this article simply changes the term accessory dwelling unit to just dwelling unit and would not change the ordinance in any other way. The reason is that the dwelling unit in this section of the ordinance is actually different from Accessory Dwelling Units which are found in section 1124 of the ordinance.

ARTICLE 9
Are you in favor of the adoption of Amendment No. 8 as proposed by the Allenstown Planning Board for the Town of Allenstown Zoning Ordinance as follows:

Amend Article XVII, Section 1702.b.5 by clarifying that Supplemental Regulation Section 1125, not Article VI, Section 602.m controls the clustering of pre-site built homes on a permanent foundation.

Recommended by the Planning Board

EXPLANATION - A “YES” Vote on this article clears up an error in the ordinance in that Section 602.m does not exist as it was deleted in previous amendments, and approval of this Article 9 would clarify that the regulations are found in Article XI Supplemental Regulations Section 1125 which incidentally that section is titled: Section 1125 Cluster Housing.
ARTICLE 10  Town Operating Budget

Shall the Town of Allenstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling $4,085,970. Should this article be defeated, the default budget shall be $4,061,783 which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

Tax Impact of Proposed Budget = $9.38
Tax Impact of Default Budget = $9.30

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION– This article represents the Proposed 2020 Town Operating Budget minus the Sewer Dept. The amount proposed for 2020 represents a 2.56% increase in spending from the 2019 approved budget. While this budget is higher than the 2019 approved town budget, approving this budget actually would reduce the municipal portion of the tax rate lower than the 2019 Approved Budget because of the additional Non-Property Tax Revenue that offsets the increases in the expense lines. This is explained on the first page of this Voter’s Guide. The Default Budget for 2020 is actually just $24,187 less than the Proposed 2020 Budget. A more detailed explanation of the budget can be found on the MS 737 form as well as the department level budget explanations which have been placed on the website. Increases to various departments can also be found in the 2020 Budget Overview document on the town website.

Furthermore, this warrant article (operating budget) does not include appropriations in ANY other warrant article.
ARTICLE 11  Sewer Operating Budget

Shall the Town of Allenstown raise and appropriate as an operating budget for the Allenstown Sewer Commission, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling $2,299,192. Should this article be defeated, the default budget shall be $2,258,241, which is the same as last year, with certain adjustments required by previous action of the Town of Allenstown or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 11 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION- A “yes” vote would accept the Sewer Commission’s proposed budget of $2,299,192 for the 2020 calendar year. This would be an increase of 0.8% ($18,625) from 2019. The sewer budget is funded through sewer rents and does not affect the tax rate. Should this vote fail the Sewer Department’s default operating budget would be $2,258,241, for the 2020 calendar year.

ARTICLE 12  Fire Safety Equipment Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $10,000 to be added to the Fire Safety Equipment Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 12 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION- This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Fire Department has various equipment that needs to be replaced from time to time including fire hose, turnout gear, and other equipment. In 2020, the Self Contained Breathing Apparatus (SCBA) equipment will expire. This is the breathing mask, air hoses, air tank and rack the fire fighter’s use when they enter a burning building. The estimated cost to replace these units is $135,250. The capital reserve fund has a balance of $144,174 as of 12/31/2019. Thus most of the balance from this fund will be spent in 2020. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.
ARTICLE 13  Library Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $2,469 to be added to the Library Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority Vote Required)

TAX IMPACT OF WARRANT ARTICLE 13 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION– The purposes of this fund are for construction and maintenance issues at the Library. This article proposes to transfer the sum of $2,469 from the unassigned fund balance to this capital reserve fund. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate. This amount represents the same amount as the surplus from the Library budget at the end of 2019. The capital reserve fund has a balance of $7,254 in it as of 12/31/2019. The library recently completed a project to repair the ramp and railings to the building.

ARTICLE 14  Public Safety Facilities Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $20,000 to be added to the Public Safety Facilities Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 14 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION– This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Public Safety Facilities Capital Reserve Fund is used for the purpose of repairs and renovations to the police and fire department facilities. The Fire Station upstairs area is one of the projects that needs to be finished and insulated in order for it to be usable space. The capital reserve fund has a balance of $32,488 in it as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate. The Police Station carpeting will be a project done in 2020 and some minor renovations.
WARRANT ARTICLES - BUDGET, SPECIAL, ETC...

ARTICLE 15  Streetlight Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $6,500 to be added to the Streetlight Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 15 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION— This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Streetlight Capital Reserve Fund is used for the purpose of repairing or replacing existing streetlights. The present LED streetlights were purchased and installed in 2015. They have a useful life of 10 years each. In 2025, they will need to begin to be replaced. This fund will eventually provide the estimated $50,000 to replace the 173 streetlights in the town. The capital reserve fund has a balance of $13,740 in it as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 16  Landfill Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $17,525 to be added to the Landfill Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 16 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION— This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Landfill Capital Reserve Fund is used for the purpose of annual water quality testing, well maintenance, and potential costs of final closure and/or mitigation at our closed landfill site. The capital reserve fund has a balance of $15,017 in it as of 12/31/2019. The amount found in this warrant article has additional funds being put into this year in the amount of $9,525, which is equal to the withdrawals from this fund that weren't fully expended; and thus lapsed into the unassigned fund balance. This article replaces those funds and adds an additional $8,000 for the fund. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.
WARRANT ARTICLES - BUDGET, SPECIAL, ETC...

ARTICLE 17  Highway Equipment Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $15,000 to be added to the Highway Equipment Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 17 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION—This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Equipment Capital Reserve Fund is used for the purpose of purchasing vehicles and equipment for the Highway Department. The capital reserve fund has a balance of $65,435 as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 18  Town Building/Maintenance Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $20,000 to be added to the Town Building/Maintenance Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 18 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION—This article proposes to transfer funds from the unreserved fund balance to this capital reserve fund. The Town Hall was constructed in the 1800’s and periodic maintenance associated with older buildings is required. These maintenance, repairs, and renovations to the building and its grounds include mortar and brick repairs, office renovations and redesigns, and handicap accessibility upgrades as well as parking lot paving. The capital reserve fund has a balance of $29,953 in it as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.
WARANT ARTICLES - BUDGET, SPECIAL, ETC...

ARTICLE 19  Economic Development Capital Reserve Fund
To see if the Town of Allenstown will vote to raise and appropriate the sum of $20,000 to be added to the Economic Development Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 19 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION – This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund which was newly established in 2019. This fund is used to fund community development projects that boost the image of Allenstown, and enhance the quality or life and quality of place in Allenstown. These types of projects are implemented to encourage economic development related efforts in Allenstown. A project done in this past year was the new Town Line Signs. The Allenstown Economic Development Committee will continue to meet and develop plans and ideas, and bring them to the Selectboard for funding. A project that the EDC is currently working on is banners to be hung on poles along our main streets. The capital reserve fund has a balance of $2,196 as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 20  Assessing Valuation Update Capital Reserve Fund
To see if the Town of Allenstown will vote to raise and appropriate the sum of $16,800 to be added to the Assessing Valuation Update Capital Reserve Fund previously established. This sum to come from unassigned fund balance. It is anticipated that a revaluation will take place in 2022. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 20 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION – This article proposes to transfer funds the unassigned fund balance to this capital reserve fund. The Assessing Valuation Update Capital Reserve Fund is used to save up a total of $67,200 to meet our constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year. The Valuation Update will be done in 2022. The capital reserve fund has a balance of $17,949 as of 12/31/2019. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.
ARTICLE 21  Establish and Fund Road Repair and Paving Capital Reserve Fund

To see if the Town of Allenstown will authorize the establishment of a Road Repair and Paving Capital Reserve Fund to be used for road repairs and paving. Furthermore, to raise and appropriate the sum of $50,000 to be placed in this Fund and to appoint the selectmen as agents to expend from the fund. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 21 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION— This article proposes to create a new capital reserve fund (CRF) and transfer funds from the unassigned fund balance to this CRF. A Road Surface Management System started to be created in 2019 and should be completed in 2020. This RSMS Program will evaluate the Town Roads in Allenstown, and then recommended treatments for pavement preservation as well as develop budgets for preserving our roads. This program will help to budget for our long term road needs. This CRF will be the means to fund that program, and starting next year, part of the funding for this CRF will come from the Roads and Highways Operations Budget Line titled ‘Construction Services’. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.

ARTICLE 22  Parks and Recreation Projects Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $30,000 to be added to the Parks and Recreation Projects Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required.)

TAX IMPACT OF WARRANT ARTICLE 22 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION— This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund which was repurposed and renamed in 2019. This fund is used to pay for the costs of parks and recreation facilities and infrastructure and purchase property for those needs. The Town is in the process of purchasing the old rail road land which is across from the Canal Street and Ferry Street intersection. This will be developed over time with Town Funds and grant funds and donations and eventually connect to the Hooksett Trail that starts down by the District Court House in Hooksett. Other projects that Town’s EDC has been working on is finding property and developing a community skate park and ice rink. The capital reserve fund has a balance of $20,146 as of 12/31/2019, but $14,600 will be expended on the two rail properties. As this is a transfer from one account to another, no funds will be raised resulting in no impact on the tax rate.
ARTICLE 23 Highway Facilities Capital Reserve Fund

To see if the Town of Allenstown will vote to raise and appropriate the sum of $25,000 to be added to the Highway Facilities Capital Reserve Fund previously established. This sum to come from unassigned fund balance. (Majority vote required)

TAX IMPACT OF WARRANT ARTICLE 23 = $0.00

Recommended by the Board of Selectmen
Recommended by the Budget Committee

EXPLANATION— This article proposes to transfer funds from the unassigned fund balance to this capital reserve fund. The Highway Dept. facility consists of garage and office space. The facility must adhere to environmental and other regulations which apply to highway operations. The current garage is inadequate for the operations of the Highway Department. The existing garage building needs to be insulated and reskinned. Additional garage space is also needed. Rather than total replacement, the current and past road agent is looking at renovations and additional structures that will adequately meet the future needs of the Highway Department. Ultimately, it will be up to the new road agent to advise the Selectmen on what is needed. This CRF has a balance of $119,764 as of 12/31/2019. As this is a transfer from one account to another no funds will be raised resulting in no impact on the tax rate.

ARTICLE 24 Petition Article for five member Board

Are you in favor of increasing the Board of Selectmen to five members?

Recommended by the Board of Selectmen

EXPLANATION— This article was submitted by petition but is also recommended by the Board of Selectmen. If the town votes to enlarge the board to 5 members, at the first annual (town election) meeting following the meeting when the action was taken, the town shall elect 2 members for a 3-year term and one member for a one-year term. At the next succeeding annual (town election) meeting, 2 members shall be elected for a 3-year term. Finally, at the next following annual (town election) meeting (3rd year of transition), one member shall be elected for a 3-year term. (3rd year of transition). At succeeding annual (town elections) meetings members shall be elected to fill the vacancies regularly occurring. Also in 2021, the Town Budget would be adjusted for the additional two Selectmen stipends.
The budget process is less of a beginning and ending process, as it is a cycle. In June, the Board of Selectmen issue guidance to department heads and the various boards. The guidance has varied from year to year but usually sets the amount of annual salary increases and other criteria.

Budgets are usually required to be submitted to the Board no later than the end of August to mid-September. The submitted budgets are generally in two forms, an excel spreadsheet and a narrative explanation. The excel spreadsheets are integrated into one master budget spreadsheet. The Board reviews the proposed budgets at the end of September and through October. The information for these reviews is available online. The Board makes any adjustments, and submits a recommended budget to the Budget Committee. The Board also reviews proposed warrant articles. The Board determines which articles it will place on the warrant and submits those warrant articles which propose appropriations to the Budget Committee.

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

The Budget Committee holds a public hearing prior to the Deliberative Session. The hearing was on January 18th, 2020, at 9 AM at the Armand Dupont School, 10.5 School St, for this year. The Budget Committee presented its proposed budgets for the Town, Sewer Dept., and School District to the voters. This is an informational session for voters to learn more about the budget and ask questions. No changes can be made by the voters at this hearing. The Budget Committee votes on the final budget numbers (MS-737) following this public hearing, and then the Selectboard meets and reviews the Budgets and Warrant Articles, and signs a prepared Town Meeting Warrant, MS-DTB (Default Budget Form, and these are packaged and posted on the Town Website, and in at least two locations in the town for Deliberative Session.

The Deliberative Session of Town Meeting is the next step in the process which will be held on February 1st, 2020, at 9 AM at the Armand Dupont School. At this meeting, voters in attendance have the power to amend some warrant articles including the amounts of the proposed appropriations. The changes made at this session will be included in the warrant to be voted on at the Voting Session of Town Meeting on March 10th, 2020, from 8 AM to 7 PM at the Parish Hall. Voters cannot amend the articles at this session; they can only vote yes or no on each warrant article.

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

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

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

- **The Town tax rate for 2019** $ 9.68
- **The Local School tax rate for 2019** $16.54
- **The State School tax rate for 2019** $ 2.09
- **The County tax rate for 2019** $ 2.79

**TOTAL PROPERTY TAX RATE** $31.10

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

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

\[ 200 \times 31.10 = \text{a tax bill for } 6,220. \]

Furthermore, if you would like to find out how much of your total tax bill goes to Town provided services, then you would calculate it like this: $200 \times 9.68 = 1,936; and similarly for the school and county.

**Determining the tax levy:** When voters approve town and school budgets those appropriations are factored into determining the annual tax levy. In the case of the 2019 budget, the voters approved the following:

- Town Appropriations $3,984,023
- School Appropriations $10,525,548
- County portion of the Appropriations $ 824,652

Town and School appropriations are combined with County and State Education appropriations to determine the amount of revenue needed to pay for the anticipated spending for the respective budgets. In 2019, that total amount was $15,334,223 in spending at the local level including the Town’s portion of the County appropriation. These appropriations are offset by anticipated revenues from various sources other than property taxes, as well as credits. After these amounts are considered the total tax levy for the Town, School and County is $9,072,802 to be raised in property taxes.
**CAPITAL RESERVE FUNDS AND UNRESERVED FUND BALANCE**

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

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

**What is the unassigned fund balance?** The unassigned fund balance, also known as the unreserved fund balance, is composed of two sources. The first is funds from the budget that are unexpended at the end of year. The second source is additional revenues above the estimates for any particular year. The NH Dept. of Revenue Administration along with guidance from the Government Finance Officers Association recommends the unassigned fund should be between 5% and 17% of general fund operating revenues. The fund balance for 2019 was 19.54% or $2,039,999. It is important to note that the current Town Administrator and his Finance team look toward future budget forecasts to limit the effects of future impacts on the tax rate. The unassigned fund balance can be used to ease effects of budget impacts and to avoid large swings in the tax rate. **This 2019 budget year, the town reduced the tax rate, by utilizing part of the 2019 unassigned fund balance. It could also be used to reduce the tax rate in 2020.**

As is proposed in the capital reserve fund articles in this year’s Town Meeting Warrant, funds are drawn from the unassigned fund balance and appropriated to the capital reserve funds. This provides the funding for these purposes without raising additional taxes. This will minimize or avoid tax increases in the future.
ARTICLE 1 – Operating Budget

Shall the Allenstown School District vote to raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling $10,857,796? Should this article be defeated, the operating budget shall be $10,672,762 which is the same as last year, with certain adjustments required by previous action of the Allenstown School District, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

Tax Impact of Proposed Budget = $18.20—*THIS IS A DECREASE OVER LAST YEAR’S SCHOOL BUDGET TAX RATE OF $18.63.

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION - The 2020/2021 proposed school budget is being introduced with an increase of $185,034 over the default. The proposed school budget is a DECREASE in Tax Rate impact due to NH Legislators passing additional School Revenues that are one-time only for FY21. We need NH Legislators to keep working this year on solving Adequate Education Funding issues that have deeply hurt NH Schools for almost 3 decades.

Information on the Schools: The Allenstown School District budget serves approximately 540 students ranging in ages 3 – 21. Some informational points are as follows:

- There are 201 students at Allenstown Elementary; 167 at Armand R. Dupont School; 155 at Pembroke Academy; and 17 in the Alternative Skills program / PACE / and Out of District placements.

- Special Education Expenses have increased greatly since FY2016. The SPED portion of our proposed budget is 30% of the total budget ~ $3,311,835. You cannot cut a SPED budget because services are both Federally and State mandated.

- Our two school buildings are each over 50 years old. School administration consists of one Principal at each school and one Special Education Coordinator shared between the two.

- The proposed budget includes 3 adds to staff which include a full time Behavioral Specialist; and 2 part time Regular Paraprofessionals to assist in our Kindergarten classrooms that each have 20 students in them. Severe emotional student needs as a result of factors such as the opioid crisis seeing children with a loss of parent(s) and moving in with grandparents or foster care; and increases in traumatic events in the home have led to student behavior that needs to be addressed by a Behavior Specialist. Our teachers have asked the School Board to please help them in their classrooms and Administrators have agreed the Behavioral Specialist is a critical need.
ARTICLE 2  Allenstown Paraprofessional Association Contract Renewal

Shall the Allenstown School District vote to approve the cost items set forth in the collective bargaining agreement reached between the Allenstown School Board and the Allenstown Paraprofessional Association for the 2020/21, 2021/22, and 2022/23 fiscal years, which calls for the following estimated increases in salaries and benefits at the current staffing level:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/21</td>
<td>$11,328</td>
</tr>
<tr>
<td>2021/22</td>
<td>$21,750</td>
</tr>
<tr>
<td>2022/23</td>
<td>$15,063</td>
</tr>
</tbody>
</table>

and further to raise and appropriate the sum of $11,328 for the 2020/21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?

Recommended by the School Board

Recommended by the Budget Committee

ARTICLE 4  Allenstown Teachers Association Contract Renewal

Shall the Allenstown School District vote to approve the cost items set forth in the collective bargaining agreement reached between the Allenstown School Board and the Allenstown Teachers Association for the 2020/21, 2021/22, and 2022/23 fiscal years, which calls for the following estimated increases in salaries and benefits at the current staffing level:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/21</td>
<td>$64,530</td>
</tr>
<tr>
<td>2021/22</td>
<td>$78,488</td>
</tr>
<tr>
<td>2022/23</td>
<td>$72,491</td>
</tr>
</tbody>
</table>

and further to raise and appropriate the sum of $64,530 for the 2020/21 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels?

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION— Both the Paraprofessional Contract and the Teachers Contract were up for renewal. These contracts were negotiated for 3 year terms. These contracts include a change to the Health Insurance down 2 plans lower which resulted in a cost savings of $28,055. Our paraprofessionals and teachers face classroom behaviors from severe emotional issues that were not seen 5–10 years ago. Our staff works tirelessly to support the children of Allenstown to ensure they have a learning environment that works for all students. The 2017 Warrant Article had both contracts passed by the voters. We ask you to support our hard working, caring staff at Allenstown Elementary School and Armand Dupont School once again.

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ARTICLE 6  
Create a School Renovation / New Building Capital Reserve Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to establish an Allenstown School Renovation/New Building Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of studying, designing, planning, and partially funding the construction, renovation or building of new school building(s), and to raise and appropriate the sum of ($20,000) to be placed in this Fund, this sum to come from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. Further to name the School Board as agents to expend from said fund.  (NO AMOUNT TO BE RAISED FROM 2020/21 TAXATION.)  Majority vote required.

Recommended by the School Board
Recommended by the Budget Committee

EXPLANATION– Capital Reserve and Trust Funds are established with specific purposes for usage.  This warrant article is to establish a School Renovation / New Building fund because our 55+ year old school buildings need serious attention.  This School Renovation / New Building fund will have the funds from Facilities Acquisition Capital Reserve transferred to it, should it pass.  This will not impact the tax rate.

ARTICLE 7  
Discontinue Facilities Acquisition Capital Reserve Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to discontinue the Facilities Acquisition Capital Reserve Fund created in 2007.  Said funds, (Trust Amount of $5,843.53) with accumulated interest to date of withdrawal, are to be transferred to the School district’s newly established Renovation/New Building Capital Reserve Fund. (NO AMOUNT WILL BE RAISED FROM FY 2020/21 TAXATION) Majority Vote Required.

Recommended by the School Board
Recommended by the Budget Committee

EXPLANATION– As explained above, we are proposing to shut this capital reserve fund down because the purpose for which it was created does not align with current needs.  We will transfer the balance of this fund to the newly established School Renovation / New Building Capital Reserve. This will not impact the tax rate.
ARTICLE 9  School Building Maintenance Expandable Trust Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to raise and appropriate the sum of ($30,000) to be added to the School Building Maintenance Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. (NO AMOUNT TO BE RAISED FROM 2020/21 TAXATION.) Majority vote required.

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION– This article proposes to fund the School Building Maintenance Trust Fund with surplus funds. The School Building Maintenance Trust Fund is used for the purpose of paying for both school building’s facility issues or improvements. The capital reserve fund has a balance of $53,263.38 in it as of 10/25/2019. This balance is low for the needs of our 55+ year old buildings. This will not impact the tax rate.

ARTICLE 10  Special Education Expandable Trust Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to raise and appropriate the sum of ($20,000) to be added to the Special Education General Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. (NO AMOUNT WILL BE RAISED FROM FY 2020/21 TAXATION) Majority vote required.

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION– This article proposes to fund the Special Education Trust Fund with surplus funds. The Special Education Trust Fund is used for the purpose of paying for out of district education needs for special education students. An out of district placement can see tuition upwards of $240,000. One student that moves into the district and has out of district special education needs can greatly impact the operating school budget if the student was not projected in the current operating budget. Therefore, this fund will be used to supplement unanticipated out of district education needs. The capital reserve fund has a balance of $90,328.46 in it as of 10/25/2019. This balance would not cover the cost of one out of district placement for the year. This will not impact the tax rate.
ARTICLE 11  Technology Replacement Expandable Trust Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to raise and appropriate the sum of ($20,000) to be added to the Technology Replacement Expendable Trust Fund previously established, with such amount to be funded from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. (NO AMOUNT TO BE RAISED FROM 2020/21 TAXATION.) Majority vote required.

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION— This article proposes to fund the Technology Replacement Expandable Trust Fund with surplus funds. The Technology Replacement Expandable Trust Fund is used for the purpose of paying for both school building’s technology needs. This includes Chromebooks used by the students; electronic boards; IT infrastructure upgrades. The capital reserve fund has a balance of $20,321.96 in it as of 10/25/2019. This balance is significantly low. This will not impact the tax rate.

ARTICLE 12  High School Tuition Trust Fund

(THIS ARTICLE DOES NOT IMPACT THE TAX RATE) Shall the Allenstown School District vote to raise and appropriate the sum of ($20,000) to be added to the High School Tuition Expendable Trust Fund previously established, such amount to be funded from the June 30, 2020 unassigned fund balance available for transfer on July 1, 2020. (NO AMOUNT WILL BE RAISED FROM FY 2020/21 TAXATION) Majority vote required.

Recommended by the School Board

Recommended by the Budget Committee

EXPLANATION— This article proposes to fund the High School Expendable Trust Fund with surplus funds. The High School Expendable Trust Fund is used for the purpose of paying for the balances of Pembroke Academy Tuition that gets calculated at the end of the school year. The SAU office does the analysis based on actual costs to determine if PA tuition is owed to the Pembroke School District. This analysis also could result in the PA Costs analysis showing that the Pembroke School District refunds the Allenstown School District for tuition costs. The capital reserve fund has a balance of $43,407.50 in it as of 10/25/2019. This will not impact the tax rate.
The Town of Allenstown was incorporated in 1831 as a Town.

- Population **4,322**
- Median age of **41**
- Land mass **20.4 sq. miles.**
- **33** miles of roadway.
- The Town employs **25** FT and **48** PT people.
- Assessed value **$295,105,996**
- Tax Rate **$31.10**
  - Town $9.68
  - School $18.63
  - County $2.79

**TOWN OF ALLENSTOWN**

Town Hall
16 School St.
Allenstown, NH 03275
Phone: 603-485-4276 x112
Email: dgoodine@allenstownnh.gov

**TOWN/SCHOOL REPORTS**

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

**HOW DO I VOLUNTEER FOR THE TOWN/SCHOOL**

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

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