

Memo

To: Department Heads and Committee Chairpersons

From: Board of Selectmen

Date: 5/18/15

Re: Budget Directive for FY 2016

The Board of Selectmen has issued the following directives in regards to the preparation of the FY 2016 budgets.

All departments who have paid personnel will include a cost of living increase in the amount of 1% to take effect on July 1st, 2016 for the remainder of the budget year. Department Heads will also need to ensure they factor in the merit increases that will be approved this year for respective personnel in the FY 2015 budget. Merit increases that will be granted in FY 2016 will be budgeted in the Personnel Budget and should not be factored in the individual department budgets. The TA will assist department heads with the calculation of salary budget amounts.

Budgets should be prepared and include the default budget. The goal of the BOS is to have no or minimal increase in the town portion of the tax rate in 2016. The BOS anticipates cost increases in certain areas such as property liability insurance as well as health and dental insurance. The actual rate of increases in these areas will not be known until sometime in October. The BOS has established targeted budget numbers for functional areas of the budget. Department Heads are expected to develop their 2016 Budgets within these numbers. This will provide a starting point for the BOS to make overall budget decisions. Department Heads should look at the long term strategic impacts of their budget proposals. The BOS anticipates the long term budget analysis will focus on the priority objectives of the Town. It is unlikely budgets with even moderate tax increases will be viable in the future. The budget reductions you make should be in the context of a longer term plan not just short term budget fixes.

The Board of Selectmen will carefully analyze the budget submissions and prioritize the budget requests. This may cause department heads to make additional necessary budget reductions to allow for funding of priority budget items. The goal as always is to limit the impact on service delivery to the extent possible. Department heads should analyze the short and long term impacts of specific budget reductions. Department heads should develop contingency plans for additional budget cuts when they develop

their budgets. Department heads should be prepared to have those options available during the budget process and be able to discuss the impacts of budget cuts.

All of the department/functional area budgets of the Town (budgets under the jurisdiction of the BOS) will be reviewed by the BOS on a set schedule beginning in October. After all of the budgets are reviewed by the BOS additional adjustments may need to be made to ensure priority objectives are met. Once this process is complete the budget will be turned over to the Budget Committee for its consideration.

Department heads requesting warrant articles must submit the proposed warrant articles to the TA no later than **Monday, August 31st, 2015 at 5 PM.**

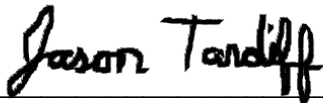
Budgets must be prepared with narratives for each expenditure line with specific formats for lines containing payroll. The TA will provide an example document for department heads to use.

Budgets must be submitted to the TA no later than **Friday, July 31st, 2015 at 5 PM.** An overview of the budget will be presented to the BOS on August 31st. The BOS will consider individual budget recommendations during the month of October. The BOS will then submit the completed budget to the BUDCOM for consideration. Department heads are encouraged to seek assistance from the TA in the development of their respective budgets.

The term "Department Head" also means Board, Committee or Commission Chairpersons.



Jeff Gryval, Chairman



Jason Tardiff, Selectmen



Kate Walker, Selectmen

2015 Budget Overview

<u>Department</u>	FY 2015 <u>Approved</u> Budget		FY 2016 Selectmen <u>Projected</u>	% inc. from FY 2015	FY 2016 Budget <u>Committee</u>
Executive	166,729.00	(0.05)	158,393.00	-100%	0.00
Elections & Reg	50,075.00		58,171.00	-100%	0.00
Finance	183,638.00		193,679.00	-100%	0.00
Legal	50,000.00		50,000.00	-100%	0.00
Personnel	715,834.00		752,666.00	-100%	0.00
Planning	10,422.00	(0.05)	9,901.00	-100%	0.00
Zoning	5,050.00	(0.05)	4,798.00	-100%	0.00
Gen. Gov't Bldg	30,450.00	(0.05)	28,928.00	-100%	0.00
Cemetery	240.00	(0.05)	0.00	-100%	0.00
Insurance	70,878.00		120,878.00	-100%	0.00
Advertising/Reg.	4,800.00		4,800.00	-100%	0.00
Police	931,865.00	(0.05)	885,272.00	-100%	0.00
Ambulance	211,912.00	(0.05)	201,316.00	-100%	0.00
Fire	278,615.00	(0.05)	264,684.00	-100%	0.00
Building Insp.	35,615.00	(0.05)	33,834.00	-100%	0.00
Emergency Management	44,400.00		10,400.00	-100%	0.00
Highway/Street lighting/Solid Waste	683,619.00	(0.05)	649,438.00	-100%	0.00
Health/HA/ACO	7,983.00	(0.05)	7,584.00	-100%	0.00
Welfare/WDA	86,807.00		87,203.00	-100%	0.00
Parks & Rec	47,700.00	(0.05)	44,650.00	-100%	0.00
Library	56,598.00	(0.05)	53,768.00	-100%	0.00
Patriotic	2,350.00		2,350.00	-100%	0.00
Conservation	9.00		0.00	-100%	0.00
Economic Dev	0.00		0.00	#DIV/0!	0.00
Debt	15,000.00		15,000.00	-100%	0.00
Capital Outlay	156,763.00		156,763.00	-100%	0.00
Total	3,847,352.00		3,794,476.00	-100.00%	0.00

Memo

To: Department Heads and Boards
From: Town Administrator Shaun Mulholland
Date: May 4, 2015
Re: 2016 Budget Schedule

The BOS has approved the following schedule for review of the proposed 2016 budgets.

August 31 st	Budget Overview
October 5 th	Highway, Solid Waste, Streetlights, Hydrants, Planning Board, ZBA, Parks & Recreation, Conservation Commission.
October 19 th	Administrative Budgets, Fire and Police
October 26 th	Ambulance
November 9 th	Sewer Dept. and approval of final Budget

We will not have completed budget numbers for Health Insurance, Dental Insurance, Property/Liability Insurance etc... until the end of October. It is possible we would have to make changes after October 26th as we have done in the past.

It is important the department heads and the chairpersons of the respective boards be at the scheduled BOS meeting at which their budget is to be discussed. It is also critically important all department heads and board chairpersons be in attendance at the BOS meeting on November 9th as the BOS will be making the final budget adjustments which may mean budget cuts to ensure the budget is within the parameters of the budget directive issued earlier.

If your individual budget does not appear on the schedule you are included in the Administrative Budgets scheduled for October 19th.

If there are any questions or concerns please do not hesitate to contact me.



Shaun Mulholland

Town Administrator

Signature Certificate



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Easy Online Document Signing



Shaun Mulholland

Party ID: MUFFPAIJSLMG43IFWCKZT3

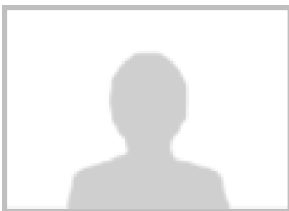
IP Address: 64.222.96.214

VERIFIED EMAIL: smulholland@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

a272dc78db769de93591d54e1e32f227186078c6



Kate Walker

Party ID: 24ELU6JTK5USWTS4DHGD63

IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

d92c0942f1eae68132ed016bc717ae845633a5ab



Jason Tardiff

Party ID: 2N3SNNJMF2GWPRLFZFYTED

IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

8bae6ed2dfea06f895520e6b32295c73b3bcdbcc



Jeffrey Gryval

Party ID: HPFTTM12YKYNG83LY5H88U

IP Address: 104.129.196.86

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

00a65030625f300a4a6981534aa6173bff777e93



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Easy Online Document Signing

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2015-05-21 07:03:34 -0700

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Audit

All parties have signed document. Signed copies sent to: Shaun Mulholland, Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.110

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.86

Document signed by Shaun Mulholland (smulholland@allentownnh.gov) with drawn signature. - 64.222.96.214

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