



Town Administration Budgets

2020

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Introduction

The 2020 Budget was developed based on guidance issued by the Board of Selectmen, to level fund budgets at the 2019 Proposed Budget Levels as much as possible. We believe that the budgets contained in this document and other departmental budgets as a whole meet this goal.

This is a transition year with a new Town Administrator, Finance Director and Administrative Assistant. We strive to meet the expectations of the Town Selectboard and Budget Committee. It is also our goal to streamline and bring forward other efficiencies and transparencies as we create this 2020 budget.

The Administration Budget consists of multiple functional areas of service that the town government provides to its citizens.

Goals and Objectives for 2020

The primary objectives for 2020 involve maintaining the quality of services we provide. The Town has made considerable progress in modernizing many of its processes.

1. The continued implementation of the wage classification system for all personnel. The objective is to ensure that the Town retains qualified personnel. Salaries are based on pay rates for the same job functions in our area.
2. Work with the Board of Selectmen to implement strategic planning for the entire town government. The objective is to work with the Board to set priorities and ensure that we provide quality services to citizens and businesses. Capital Improvement requests in the budget were developed with the help of Department Heads and the Planning Board which has a five-year schedule of Capital Improvements.
3. Transparency initiative: to provide keep the website updated, with information and documents available to the public.
4. Some changes will be made to Town Hall to address space needs of employees while still providing the best customer service possible. To save money the back parking lot at the town hall will be rehabilitated not completely reconstructed. The Town Administrator wants to maintain the town's assets and resources to keep them in good working order and attractive in appearance, while also being frugal.
5. The Town Administrator puts a high value on team work and making a team effort for the success of the community. He believes in building quality of place which makes a community buzz with excitement which is the building blocks of a successful community.

EXECUTIVE BUDGET - 4130

This budget includes the Office of Selectmen, the Town Administrator, Administrative Assistant, Town Report, IT, Budget Committee and associated costs.

1.4130.10.100 Selectmen’s Salaries

Appropriated in 2019	\$5,600
Requested for 2020	\$5,600

This line is for the Board of Selectmen’s stipends.

1.4130.10.310 Minutes Transcription

Appropriated in 2019	\$4,900
Requested for 2020	\$4,900

The Minute Taker develops the minutes from an audio tape. Hours fluctuate depending on frequency and length of meetings. Presently we generate minutes for the following boards.

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

Suncook Village Commission, varies, summary minutes.

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

Public Works Facilities Study Committee, varies, summary minutes with some meetings involving detailed minutes.

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

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

1.4130.10.605 Trustees of the Trust Funds

Appropriated in 2019	\$500
Requested in 2020	\$500

The cost of a stipend for the senior trustee who administers the funds.

1.4130.20.110 Administrative Salaries

Appropriated in 2019	\$125,000
Requested in 2020	\$128,000

The salary for the Town Administrator and Administrative Assistant. The Town Administrator position is salaried, and the Administrative Assistant is hourly. This position is a split function with the Welfare Administrator position. Weekly split is 35 hours for the AA position and 5 hours for the WA position.

1.4130.20.130 Admin Overtime

Appropriated in 2019	\$400
Requested in 2020	\$400

Used for any incidental overtime worked by the Administrative Assistant.

1.4130.30.550 Town Report Printing

Appropriated in 2019	\$4,000
Requested in 2020	\$4,000

Cost of preparing and printing the Town Report. The school reimburses the town for the amount of space they use in the report.

1.4130.90.430 Copier Lease

Appropriated in 2019	\$1,850
Requested in 2020	\$1,850

Photocopier lease payments and service agreement.

1.4130.90.530 Telephone/Modem

Appropriated in 2019 \$3,500

Requested in 2020 \$3,500

Monthly cost of the VoIP phone service, Xfinity internet service as well as the alarm service.

1.4130.90.531 Cellphone

Appropriated in 2019 \$630

Requested in 2020 \$600

Cell phone for the town administrator, \$35 per month reimbursement and phone replacement.

1.4130.90.540 Advertising

Appropriated in 2019 \$1,000

Requested in 2020 \$800

Legal advertisements required by state statutes and postings for open employment positions.

1.4130.90.560 Dues & Subscriptions

Appropriated in 2019 \$4,500

Requested in 2020 \$4,300

Membership dues for NH Municipal Managers Assoc., the ICMA and NH Municipal Assoc.

1.4130.90.580 Mileage

Appropriated in 2019 \$1,100

Requested in 2020 \$1,100

Reimbursement to Town Hall personnel when using personal vehicles for town business.

1.4130.90.605 Office Supplies

Appropriated in 2019 \$5,500

Requested in 2020 \$5,500

This line covers the cost of office supplies.

1.4130.90.611 Postage

Appropriated in 2019	\$1,800
Requested in 2020	\$1,800

Postage through the US Postal Service. Decrease due to fewer items mailed and more items emailed. Electronic payments to vendors has further reduced the need to mail checks.

1.4130.91.240 Training

Appropriated in 2019	\$2,400
Requested in 2020	\$2,400

Training for Town Hall staff. The Town Administrator recognizes the benefit of utilizing job related training, conferences and seminars, to increase knowledge and productivity.

1.4130.91.301 IT Services

Appropriated in 2019	\$23,160
Requested in 2020	\$23,200

The portion of the town wide three-year IT contract that is attributable to the administrative functions within Town Hall. Other departments have their share of the cost budgeted in their respective budgets. This line also covers the web based, electronic signature service, email encryption for confidential information and managed email for town officials and staff.

1.4130.91.302 Computer Equipment/Repair

Appropriated in 2019	\$1,000
Requested in 2020	\$500

Annual updates of administrative software licenses as well as repairs of computer equipment.

1.4130.91.750 Website

Appropriated in 2019	\$2,450
Requested in 2020	\$2,500

Maintenance of the website by Virtual Town & School at \$2,000 per year. Also covers annual fee from the federal government to maintain our domain name.

1.4130.91.760 Budget Committee Expense

Appropriated in 2019 \$ 820

Requested in 2020 \$ 800

Cost of committee minutes, workshops and office supplies as needed.

LEGAL - 4153

1.4153.20.320 Legal

Appropriated in 2019 \$50,000

Requested in 2020 \$60,000

Costs associated with Town Counsel. Donahue, Tucker and Ciandella Associates is the law firm representing the Town. They provide legal advice to Town officials, generate legal correspondence and represent the Town in court as well as other administrative hearings. This is an estimate, types of cases and issues that develop from year to year vary considerably.

PERSONNEL - 4155

The Personnel Budget encompasses Employer retirement contributions and payroll taxes, along with health, dental, life, unemployment and workers comp insurance.

1.4155.20.210 Health Insurance

Appropriated in 2019 \$250,000

Requested in 2020 \$240,000

This is the employers cost of the health insurance premiums for those employees who elect this benefit. Only full time employees are eligible. The cost share of the premiums is 80% employer and 20% employee.

1.4155.20.211 Dental Insurance

Appropriated in 2019	\$22,600
Requested in 2020	\$21,000

This is the employer’s portion of the dental insurance premiums for those employees who elect this benefit, only full time employees are eligible. The cost share for the premiums at present is 80% employer and 20% employee.

1.4155.20.212 Health Reimbursement Account

Appropriated in 2019	\$38,500
Requested in 2020	\$38,000

The HRA subsidizes the cost of the health insurance, by covering a portion of the deductible. \$500 - single plan, \$1,500 - two person plan and \$2,500 - family plan.

1.4155.20.215 Group Life Insurance

Appropriated in 2019	\$15,000
Requested in 2020	\$14,000

Cost of life insurance and disability insurance for full time employees.

1.4155.20.220 Social Security

Appropriated in 2019	\$58,500
Requested in 2020	\$54,000

The employer’s cost of the Social Security tax for those employees who are in the Social Security system. Social Security for Library personnel is in the Library Budget.

1.4155.20.225 Medicare

Appropriated in 2019	\$22,500
Requested in 2020	\$23,000

The employer’s 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 2019	\$60,000
Requested in 2020	\$59,000

The employer’s cost for retirement contributions for all full time employees not including police officers and full time fire personnel. The employer contribution rate is 11.17% effective July 1, 2019 – June 30, 2021.

1.4155.20.231 Police Retirement

Appropriated in 2019	\$178,300
Requested in 2020	\$190,000

The employer’s cost for retirement contributions for all full time police officers. There are presently ten full time police officer positions. The employer contribution rate is 28.43% effective July 1, 2019 – June 30, 2021.

1.4155.20.232 Fire Retirement

Appropriated in 2019	\$20,500
Requested in 2020	\$20,000

The employer’s cost for retirement contributions for the full time firefighter. The rate is 30.09% effective July 1, 2019 – June 30, 2021.

1.4155.20.233 TA Retirement

Appropriated in 2019	\$9,300
Requested in 2020	\$9,500

The employer’s cost for the TA’s retirement contribution to a 457b plan. The rate is 11.17% effective July 1, 2019 – June 30, 2021. This matches the NH Retirement System rate.

1.4155.20.250 Unemployment Compensation

Appropriated in 2019	\$0
Requested in 2020	\$4,000

Cost of the Unemployment insurance program for all town employees through Primex. We had a premium holiday credit for 2019 which will be used up in 2020 leaving a balance due.

1.4155.20.260 Workers Compensation

Appropriated in 2019	\$52,200
Requested in 2020	\$42,000

The cost of Workers Compensation insurance through Primex for all town employees and volunteer staff. We have a three-year agreement with Primex.

1.4155.20.310 HRA & FSA Fees

Appropriated in 2019	\$1,000
Requested in 2020	\$200

These fees are for the administration of the HRA plan but have decreased due to full participation.

PLANNING BOARD - 4191

1.4191.10.240 Training

Appropriated in 2019	\$250
Requested in 2020	\$250

To cover trainings and workshops available to our planning board members.

1.4191.10.301 IT Services

Appropriated in 2019	\$120
Requested in 2020	\$160

The cost for planning board email addresses.

1.4191.10.310 Minute Transcription

Appropriated in 2019	\$900
Requested in 2020	\$900

The cost of paying the Minute Taker for generating minutes and agendas for meetings.

1.4191.10.320 Legal

Appropriated in 2019	\$4,500
Requested in 2020	\$4,500

The cost of legal services by Town Counsel, DTC law firm.

1.4191.10.330 Contracted Services

Appropriated in 2019	\$3,500
Requested in 2020	\$6,000

The cost of the Planning Consultant from Central New Hampshire Regional Planning Commission. Some significant developments are planned for 2020.

1.4191.10.331 Master Plan Update

Appropriated in 2019	\$3,000
Requested in 2020	\$0

Was the cost of updating the town’s master plan, which has been completed. The Planning Board is requesting a 2020 budget to update our Capital Improvements Plan.

1.4191.10.341 Computer/Software

Appropriated in 2019	\$100
Requested in 2020	\$100

Costs relating to computers &/or software.

1.4191.10.540 Advertising

Appropriated in 2019	\$500
Requested in 2020	\$1,500

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 2019	\$100
Requested in 2020	\$100

The cost of books and other publications regarding statutory, regulatory and rules changes.

1.4191.10.605 Supplies

Appropriated in 2019	\$200
Requested in 2020	\$250

The cost of office supplies for the Planning Board.

1.4191.10.611 Postage

Appropriated in 2019	\$500
Requested in 2020	\$500

The cost of postage to include certified mail utilized by the Planning Board.

ZONING BOARD OF ADJUSTMENT - 4191

1.4191.30.310 Minutes Transcription

Appropriated in 2019	\$300
Requested in 2020	\$300

Covers the cost of the minute taker who transcribes the minutes from ZBA meetings.

1.4191.30.320 Legal

Appropriated in 2019 \$ 2,000

Requested in 2020 \$ 2,000

Covers the cost of town council representation when needed by the board. The ZBA uses the Town Counsel as their law firm.

1.4191.30.540 Advertising

Appropriated in 2019 \$600

Requested in 2020 \$400

Cost of legal notices for appeals to the ZBA as well as any rule changes made by the ZBA.

1.4191.30.560 Dues/Training

Appropriated in 2019 \$400

Requested in 2020 \$300

Cost of professional dues and training for ZBA members.

1.4191.30.611 Postage

Appropriated in 2019 \$400

Requested in 2020 \$400

Cost of notices to abutters for ZBA appeals and other necessary correspondence.

GENERAL GOVERNMENT BUILDINGS – 4194

This budget includes the cost of the general upkeep, maintenance and repairs to the Town Hall.

1.4194.10.110 Custodian Salary

Appropriated in 2019	\$5,900
Requested in 2020	\$5,000

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.

1.4194.10.411 Sewer

Appropriated in 2019	\$250
Requested in 2020	\$250

The cost of the municipal wastewater collection service to the Town Hall.

1.4194.10.412 Water

Appropriated in 2019	\$250
Requested in 2020	\$250

The cost of the municipal water service to the Town Hall.

1.4194.10.435 Repair & Maintenance

Appropriated in 2019	\$10,000
Requested in 2020	\$9,000

Costs of maintaining and repairing the Town Hall.

1.4194.10.610 Custodial Supplies

Appropriated in 2019	\$500
Requested in 2020	\$500

Items needed for cleaning and light maintenance.

1.4194.10.621 Heat/Gas

Appropriated in 2019	\$5,000
Requested in 2020	\$5,000

This line covers the cost of natural gas from Liberty Utilities used to heat the building.

1.4194.10.622 Electricity

Appropriated in 2019	\$6,000
Requested in 2020	\$6,000

This line covers the cost of electricity for the town hall building.

CEMETERY - 4195

01.4195.10.610 Cemetery Expense

Appropriated in 2019	\$1
Requested in 2020	\$10

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

INSURANCE – 4196

1.4196.10.480 Property Insurance

Appropriated in 2019	\$56,620
Requested in 2020	\$66,960

This line covers the cost of property and liability insurance for the town. The Sewer Dept. portion of this cost is represented in the Sewer Department budget.

ADVERTISING & REGIONAL ASSOCIATION - 4197

1.4197.10.560 Advertising and Regional Planning Commission

Appropriated in 2019 \$4,960

Requested in 2020 \$5,100

The cost of the Town’s membership dues for participation in the Central New Hampshire Regional Planning Commission. The costs are assessed based on population compared to other participating communities. CNHRPC has increased its fees for 2020.

AMBULANCE - 4215

1.4215.20.390 Ambulance

Appropriated in 2019 \$118,200

Requested in 2020 \$174,410

This is the seventh 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 2020. See separate Tri-Town EMS Budget for details.

BUILDING INSPECTOR / CODE ENFORCEMENT - 4240

The budget for the Building Inspector/Code Enforcement function in 2020 has increased due to separating the formerly combined Fire Chief/Building Inspector/Health Officer position.

1.4240.10.120 Admin PT Salaries

Appropriate in 2019 \$16,000

Requested in 2020 \$15,000

The Administrative Assistant position is shared between the Building and Fire Departments. The salary is divided between them as 80% Building and 20% Fire.

1.4240.10.330 Building Inspector Contracted Service

Appropriated in 2019	\$25,000
Requested in 2020	\$25,000

This is now a contracted service. We pay \$50 per hour for the service.

1.4240.10.341 Computer Software

Appropriated in 2019	\$1,500
Requested in 2020	\$1,350

This line represents the cost of the Avitar program for the building inspector to interact with the Assessing Department and the Tax Collector.

1.4240.10.560 Dues and Subscriptions

Appropriated in 2019	\$250
Requested in 2020	\$250

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

1.4240.10.580 Seminars/Training

Appropriated in 2019	\$200
Requested in 2020	\$200

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

1.4240.10.605 Building Inspector Supplies

Appropriated in 2019	\$500
Requested in 2020	\$500

This is for any supplies needed by the Building Inspector

1.4240.10.611 Postage

Appropriated in 2019	\$200
Requested in 2020	\$200

This covers postage for the Building/Code Enforcement office for 1st class and certified mailings.

EMERGENCY MANAGEMENT

The Emergency Management function serves as the coordinating organization for the town’s disaster response. Addressing natural and man-made disasters that pose a risk to the community. It is managed by the Emergency Management Director and one Deputy Emergency Management Director. The functions of Emergency Management are broken down into four primary tasks;

Mitigation: The town’s hazard mitigation plan is multifaceted. Flooding issues along the Suncook River are a major component of our efforts. We applied for and received flood acquisition grants from FEMA to purchase at risk properties in the flood plain. The town has received approximately \$4.5 million in acquisition grants since 2008. And an additional \$746,000 of the State Capitol Budget. 34 homes have been purchased in the floodplain which have been demolished to allow for additional floodplain capacity. The Town received an additional grant to update the Hazard Mitigation Plan to include a specific Suncook River Hazard Mitigation plan for the floodplain. The Plan will be updated again in 2020 and completed for 2021.

Preparation: We have implemented a comprehensive plan to prepare for risks to the community. The 2011 Emergency Operations Plan will be updated of 2016.

Respond: Through our preparedness plans, practiced annually, we have greatly enhanced our ability to respond quickly and effectively to a variety of threats to the community. We applied for additional grant funds to enhance our ability to run a shelter, operate our emergency operations center and provide emergency public information to citizens. We have an emergency management mutual aid agreement with the Capital Area Public Health Network, a number of towns/cities and non-profit agencies to operate regional emergency shelters.

Recovery: Our recovery plans are interwoven with State and Federal recovery plans. The primary objective is to take steps that allow the community’s residents, businesses and government services to operate effectively as soon as possible after a disaster strikes.

1.4290.10.130 Salaries

Appropriated in 2019	\$ 0
Requested in 2020	\$3,000

This line is for the stipend paid to our Emergency Management Director.

1.4290.10.431 Communications

Appropriated in 2019	\$1,000
Requested in 2020	\$1,000

Maintenance cost of the EM radio communications system, used by Police, Fire, Sewer, Code Enforcement and Highway Departments. Including licensing, repair and maintenance.

1.4290.10.433 Generator Maintenance

Appropriated in 2019	\$5,000
Requested in 2020	\$5,000

The cost of maintaining the shelter, light tower and fire station generators. As well as the generators at town hall, highway department and the police station. Fixed generators are serviced twice a year and trailer mounted generators are serviced once a year.

1.4290.10.434 Suncook River Gauge

Appropriated in 2019	\$3,200
Requested in 2020	\$3,200

The Town received an EMPG grant to install a river gauge on the Suncook River at the Rt. 28 Bridge on the Pembroke Town line. This is the annual maintenance cost. 50% of this cost is shared with the Town of Pembroke. Revenue from Pembroke is shown in revenue calculations.

1.4290.10.580 Training

Appropriated in 2019	\$750
Requested in 2020	\$500

Cost of training to ensure that Town staff are trained in emergency management functions.

1.4290.10.750 Equipment

Appropriated in 2019	\$400
Requested in 2020	\$300

The cost of Emergency Management equipment and anything needed for the Emergency Operations Center.

HEALTH OFFICER - 4411

The health officer’s work in Allenstown includes performing state required health inspections at youth residential schools, foster homes, day cares, and public schools. To respond to public health nuisance complaints by conducting investigations and inspections. 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 don’t leak.

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

The health officer is also part of the emergency response team for the town and would be involved in the emergency operations center during an event and have a key role in recovery after disasters.

1.4411.10.100 Health Salaries

Appropriation in 2019	\$5,000
Requested for 2020	\$5,000

The Health Officer stipend for 2020 will be \$5,000

1.4411.10.301 IT Services

Appropriation in 2019	\$200
Requested for 2020	\$200

The Health Officer's portion of the Town's monthly CCS billing.

1.4411.10.560 Dues & Misc

Appropriation in 2019	\$150
Requested for 2020	\$150

The NH Health Officers Association assists and supports local effort with responsibilities to the public through education, technical assistance and resource development.

1.4411.10.580 Training & Mileage

Appropriation in 2019	\$350
Requested for 2020	\$400

Costs of training, conferences and travel.

1.4411.11.343 Equipment

Appropriation in 2019	\$250
Requested for 2020	\$250

Thermometers, test strips, flashlights and other equipment that our new health officer needs.

1.4411.11.531 Cell Phone

Appropriation in 2019	\$500
Requested for 2020	\$500

Cost of cell phone for Health Officer.

WELFARE ADMIN - 4441

This position is split 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 2019:	\$5,330
Requested in 2020:	\$5,500

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 other 35 hours of the 40 position are funded in the Executive Salaries line. This position is split by one person performing both tasks.

1.4441.10.130 Welfare Overtime

Appropriated in 2019	\$100
Requested in 2020	\$100

To cover any incidental overtime worked by Welfare Administrator.

1.4441.10.341 Computers/Software

Appropriated in 2019	\$300
Requested in 2020	\$300

The Town of Allentown uses the Statewide GAP software. It’s a welfare program that checks a statewide database to assist towns in determining where clients have previously been. This allows us to contact other towns to determine eligibility. It tracks 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 2019	\$150
Requested in 2020	\$180

Membership dues to the Welfare Director’s Association and additional trainings that may be available during year.

1.4441.10.611 Postage

Appropriated in 2019	\$70
Requested in 2020	\$70

Budgeted based on the current postage usage.

WELFARE EXPENSES - 4442

1.4442.10.800 Misc.

Appropriated in 2019	\$2,500
Requested in 2020	\$2,500

Costs for unusual welfare situations that don’t fall in any other budget line.

1.4442.10.810 Rent

Appropriated in 2019	\$29,000
Requested in 2020	\$22,000

Temporary rental assistance for those who qualify under the welfare guidelines.

1.4442.10.820 Food

Appropriated in 2019	\$500
Requested in 2020	\$1,000

Covers emergency food costs for applicants who qualify. We have been successful in directing applicants to the food pantries such as the CAP office in Pembroke to limit our costs.

1.4442.10.830 Electricity

Appropriated in 2019 \$2,000

Requested in 2020 \$2,000

Cost of assisting applicants who qualify, to pay their electric bills. The Welfare Department will require applicants to apply for electrical assistance once we assist with their initial request.

1.4442.10.850 Heat

Appropriated in 2019 \$2,500

Requested in 2020 \$2,500

Covers emergency fuel assistance not covered under the federal program. The Welfare Department requires applicants to apply for fuel assistance once we assist with their initial request.

1.4442.10.860 Medical

Appropriated in 2019 \$350

Requested in 2020 \$350

Covers the cost for medical prescriptions not covered by other programs. Applicants are required to apply for other medical programs such as Community Bridges and prescription programs that fit their needs.

1.4442.10.870 Burial

Appropriated in 2019 \$2,150

Requested in 2020 \$2,100

The cost of a pauper's funeral is \$750. We have budgeted for 3.

SOCIAL SERVICES - 4445

1.4445.50.330 Health Agencies

Appropriated in 2019 \$22,210

Requested in 2020 \$23,000

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: \$19,000

The CASA (Court Appointed Special Advocate) program is composed of volunteers who advocate in the courts for abused and neglected children. Amount appropriated: \$500

CFS (Child and Family Services) CFS provides a variety of services to children, seniors and individuals with disabilities. Amount appropriated: \$3,500

PARKS & RECREATION - 4520

The Parks & Recreation budget is managed by the Board of Selectmen. Most of the budget is allocated for the Allenstown Community Center with a smaller amount for Volunteers Park. 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 similar partnership with Belknap-Merrimack Community Action Program which operates the senior's center, with dedicated and shared space in the facility.

With the new facility we have 120 children participating in the B&G Club summer program. The senior center program is also very active. The Meals on Wheels program is operated out of the kitchen at the community center. The B&G Club operates a meals program to children and their families in need.

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

1.4520.10.320 P&R Boys & Girls Club

Appropriated in 2019	\$16,000
Requested in 2020	\$16,000

The Town partners with the B&G Club to provide summer recreation programming. The Town provides the facilities and subsidizes the cost of the program.

1.4520.20.110 P&R Maintenance Person Salary

Appropriated in 2019	\$13,700
Requested in 2020	\$14,000

The maintenance person is split between the Community Center for an average of 20 hours per week and Town Hall for 9 hours per week. The additional 9 hours for Town Hall is budgeted under General Government Buildings. This person provides custodial services, light maintenance tasks and snow removal. The hours are flexed as needed.

1.4520.20.411 Sewer

Appropriated in 2019	\$600
Requested in 2020	\$700

Cost of municipal sewer service at the community center.

1.4520.20.412 Water

Appropriated in 2019	\$800
Requested in 2020	\$800

Cost of municipal water service at the community center provided by Pembroke Water Works and water service at Volunteers Park.

1.4520.20.435 Building Repairs/Maintenance

Appropriated in 2019	\$7,000
Requested in 2020	\$7,000

Cost of repairs and maintenance to the community center and anything needed at Volunteers Park.

1.4520.20.463 Equipment Repairs/Maintenance

Appropriated in 2019	\$1,000
Requested in 2020	\$1,600

Cost of repairs to Parks & Recreation equipment such as the tractor, snow blower, etc.

1.4520.20.530 Telephone/Modem/Internet

Appropriated in 2019	\$530
Requested in 2020	\$530

Cost of telephone & alarm services to the community center for a full year.

1.4520.20.540 Advertising

Appropriated in 2019	\$100
Requested in 2020	\$100

Cost of any legal advertising or job postings related to the P&R.

1.4520.20.605 Office Supplies

Appropriated in 2019	\$50
Requested in 2020	\$50

Cost of office supply type items.

1.4520.20.610 General Supplies

Appropriated in 2019	\$2,000
Requested in 2020	\$2,000

The cost of all other supplies are included in this line. The biggest cost is hand soap, paper towels, toilet paper and cleaning supplies.

1.4520.20.621 Heat

Appropriated in 2019	\$6,500
Requested in 2020	\$6,300

The community center utilizes natural gas to heat the building. Adjusted budget to reflect actual expenses in the 1st year and a half.

1.4520.20.622 Electricity

Appropriated in 2019	\$13,000
Requested in 2020	\$13,900

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 provide electricity for Volunteers Park.

1.4520.702 Landscape Maintenance

Appropriated in 2019	\$1,000
Requested in 2020	\$800

Cost of landscape maintenance for Volunteers Park and the community center. Suncook Softball League pays the cost of most maintenance at Volunteers Park.

PATRIOTIC – 4583 to 4589

1.4583.10.690 Flags

Appropriated in 2019	\$50
Requested in 2020	\$50

Cost of purchasing the flag for in front of Town Hall.

1.4589.90.390 Old Home Day

Appropriated in 2019	\$2,000
Requested in 2020	\$2,000

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 2019	\$300
Requested in 2020	\$300

Cost share between Allenstown and Pembroke for the annual Christmas Parade that occurs on Main St. in Suncook Village.

CONSERVATION - 4611

01.4611.10.110 Training

Appropriated in 2019	\$1
Requested in 2020	\$10

Allenstown does not have a Conservation Commission at this time. The Town does own several pieces of conservation land.

OLD ALLENSTOWN MEETING HOUSE - 4619

1.4619.10.435 Maintenance

Appropriated in 2019 \$150

Requested in 2020 \$150

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 2019 \$850

Requested in 2020 \$900

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.

1.4619.10.610 Custodial Supplies

Appropriated in 2019 \$50

Requested in 2020 \$50

Cost of custodial supplies to clean the building.

1.4619.10.622 Electricity

Appropriated in 2019 \$250

Requested in 2020 \$300

Cost of electricity for the meeting house.

ECONOMIC DEVELOPMENT – 4652

1.4652.10.110 Economic Development

Appropriated in 2019	\$900
Requested in 2020	\$3,000

This amount is requested to pay for the administrative activities such as meeting minutes & postage, and to fund programs and events sponsored by the Economic Development Committee.

DEBT – 4723

The Town does not presently have any long term debt. The Board of Selectmen will be taking on \$1.6 million in debt through the Clean Water State Revolving Fund for the construction of the sewer pumping station off of Library St. This will be a binding obligation on the Town to pay back, however the reimbursement will be with sewer funds not property tax dollars.

1.4723.10.981 Tax Anticipation Notes-Interest

Appropriated in 2019	\$15,000
Requested in 2020	\$15,000

This represents interest that would be due on any tax anticipation notes should the Town face a cash flow issue during the year. It is included annually as a cautionary measure.

CAPITAL BUDGET – 4902

The Planning Board had budgeted to update the CIP Plan for the Town in 2020. The contract was just signed for that plan and it will be done in 2021.

1.4902.11.752 Highway Vehicles

Appropriated in 2019	\$67,000
Requested in 2020	\$68,000

Includes a payment of \$27,000 on the 2019 F-550 4x4 purchased in 2018. Also a down payment on the purchase of a 2019 International Truck with 4 payments of \$40,000 each.

1.4902.15.752 Fire Vehicles

Appropriated in 2019	\$84,000
Requested in 2020	\$84,000

Lease payment for the fire/rescue truck ordered in 2018. The payment in 2020 will be the third of three payments on the vehicle. The lease is for three years at which time the Town will own the vehicle (2020). The cost of the fire/rescue vehicle was \$240,319.

1.4902.18.752 Police Vehicles

Appropriated in 2019	\$37,500
Requested in 2020	\$38,000

Lease payments for police vehicles. Three vehicles are under lease at all times. The leases are staggered such that one vehicle’s lease ends each year and another is purchased. The Town owns the vehicle at the end of the lease.

1.4909.10.745 Computer Equipment

Appropriated in 2019	\$8,430
Requested in 2020	\$8,430

The cost of the computer replacement program for all of the Town departments. The computer replacement program is a component of the IT services contract with CCS.

TO CAPITAL RESERVES – 4915

1.4915.10.000 To Capital Reserve Fund

Appropriated in 2019	\$155,400
Requested in 2020	\$199,300

Includes all of last year’s Capital Reserve Deposits plus, CRF for Revaluation in 2022 and CRF for the Economic Development Committee

Revenues

Taxes

01.3180.10.000 Timber Tax

Appropriated in 2019	\$0
Requested in 2020	\$1,500

Estimated income from Timber Harvest Tax

01.3186.10.000 Payments in Lieu of Taxes

Appropriated in 2019	\$5,300
Requested in 2020	\$5,100

Estimated income of 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 2019	\$ 42,000
Requested in 2020	\$ 41,000

Amount of interest received on late payment of current year taxes.

01.3190.11.000 Lien Interest for Prior Year Taxes

Appropriated in 2019	\$52,000
Requested in 2020	\$56,000

Amount of income received on prior year tax liens.

Licenses, Permits and Fees

01.3210.10.000 Business Licenses

Appropriated in 2019	\$ 0
Requested in 2020	\$500

Income received on UCC Licenses. The NH Secretary of State sends us quarterly payments.

01.3220.30.000 Motor Vehicles Registrations

Appropriated in 2019	\$670,000
Requested in 2020	\$710,000

Income received on motor vehicle registrations. The trend has been on the increase.

01.3230.10.000 Building Permits

Appropriated in 2019	\$15,000
Requested in 2020	\$18,000

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

01.3290.10.000 Dog Licenses

Appropriated in 2019	\$4,300
Requested in 2020	\$4,000

Amount of income received on dog licenses.

01.3290.20.000 Dog Fines

Appropriated in 2019	\$1,000
Requested in 2020	\$1,100

Amount of income received on dog late registration and dog fines.

01.3290.30.000 Marriage Licenses

Appropriated in 2019	\$130
Requested in 2020	\$130

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 2019	\$1,000
Requested in 2020	\$1,100

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

01.3290.65.000 OHRV Agent Fee

Appropriated in 2019	\$ 0
Requested in 2020	\$100

These are fees that the Town receives when a Fish & Game License is issued or an OHRV registration is processed. \$2.00 per transaction is for the Town.

01.3290.90.000 Zoning Fees

Appropriated in 2019	\$300
Requested in 2020	\$500

Anticipated fees received when a resident or business owner applies for a variance for special exception. These are administrative fees that offset the cost incurred by the Zoning Board

01.3290.91.000 Planning Fees

Appropriated in 2019	\$2,000
Requested in 2020	\$1,500

Anticipated fees received when a resident or business owner applies to appear before the planning board. These are administrative fees that offset Planning Board costs.

State Sources

01.3351.10.000 Meals and Room Tax

Appropriated in 2019	\$222,000
Requested in 2020	\$222,000

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

01.3352.10.000 Municipal Aid

Appropriated in 2019	\$81,000
Requested in 2020	\$81,000

Town's share from the state distribution of Municipal Aid (year 2 of 2).

01.3353.10.000 Highway Block Grant

Appropriated in 2019	\$92,000
Requested in 2020	\$93,300

Town's share from the state distribution of the Highway Block Grant.

01.3356.10.000 State & Federal Forest Reimbursement

Appropriated in 2019	\$5,120
Requested in 2020	\$5,120

Reimbursement from other communities when we assist with a forest fire.

01.3379.10.000 Intergovernmental Revenue

Appropriated in 2019	\$1,600
Requested in 2020	\$1,600

Reimbursement from Pembroke for the River Gauge.

Charges for Services

01.3401.22.000 Income from Police Department

Appropriated in 2019	\$2,300
Requested in 2020	\$2,450

Fees collected for parking tickets, police reports, and pistol permits.

01.3401.30.000 Income from Fire Department

Appropriated in 2019	\$1,000
Requested in 2020	\$1,000

Fees charged by the fire department for blasting and burner permits.

01.3404.10.000 Residential Refuse Charges

Appropriated in 2019	\$2,300
Requested in 2020	\$3,000

Fees charged by the highway department for disposing of certain items at the transfer station.

01.3404.11.000 Recycling Income

Appropriated in 2019	\$ 0
Requested in 2020	\$1,000

Revenue earned by selling recyclable materials.

01.3405.10.000 Franchise Fees

Appropriated in 2019	\$48,800
Requested in 2020	\$46,000

Franchise fees paid by Comcast Xfinity to the town.

01.3409.10.000 Electricity reimbursement

Appropriated in 2019	\$ 0
Requested in 2020	\$3,000

Money paid back to the Town from Electric Company.

Miscellaneous Revenues

01.3502.11.000 Interest on Investments

Appropriated in 2019	\$6,000
Requested in 2020	\$15,000

Amount received in interest on the town’s investment account.

01.3504.10.000 Fines from Court

Appropriated in 2019	\$1,000
Requested in 2020	\$800

Court fines received by the town from Allenstown court cases.

01.3507.10.000 NSF Fees

Appropriated in 2019	\$150
Requested in 2020	\$200

Fees paid by residents for writing an NSF check to the Town of Allenstown.

01.3509.10.000 Welfare Reimbursements

Appropriated in 2019	\$1,000
Requested in 2020	\$500

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 2019	\$800
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Requested in 2020	\$800
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Amount paid for copies, yard sale permits, minutes from meetings and miscellaneous items.

01.3939.90.000 Budgetary Use of Fund Balance

Appropriated in 2019	\$155,400
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Requested in 2020	\$199,300
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This line represents the amount of funds that the voters decide to transfer to capital reserve accounts at town meeting.

Other Financing Sources

01.3359.10.000 Other State Grants and Reimbursements

Appropriated in 2019	\$0
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Requested in 2020	\$0
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This line represents the amount of funds that the voters decide to transfer to capital reserve accounts at town meeting.