



# Town Administration Budgets

2021

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## Introduction

The 2021 Budget was developed based on guidance issued by the Board of Selectmen, to level fund budgets at the 2020 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.

Although we are making some personnel additions to some budgets, 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 2021 budget.

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

## Goals and Objectives for 2021

The primary objectives for 2021 involve maintaining the quality of services we provide. The Town has made progress in modernizing many of its processes throughout the year.

1. The continued use of the wage classification system for all personnel, appears to be successful in helping the Town to retain qualified personnel.
2. The objective is to work with the Board of Selectmen to implement strategic planning for the entire town, set priorities and 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. Due to COVID this plan has been partly deferred to be able to meet important short term budget strategies.
3. Transparency initiative is to keep the website updated, with information and documents available to the public. The Town Administrator works with all Boards, Committees and local businesses with project management at the impetus of importance. Upcoming projects will provide revenue to fund the full time Building Inspector/Code Enforcement and Compliance officer position in this budget.
4. 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. Even during the pandemic.
5. There is a high value on team work and making a team effort for the success of the community. The Town Administrator believes in building quality of place which makes a community buzz with excitement and is a building block of a successful community. The new development over the last 2 years is evidence that this is working for Allenstown.

## **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 2020	\$5,600
Requested for 2021	\$8,800

This line is for the Board of Selectmen’s stipends. Increase due to 5 member Board.

### **1.4130.10.310 Minutes Transcription**

Appropriated in 2020	\$4,900
Requested for 2021	\$4,700

The Minute Taker transcribes minutes from an audio tape. Hours fluctuate depending on frequency and length of meetings. Presently the following boards are coded to this line.

Board of Selectmen, 26 plus meetings per year, 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 2020	\$500
Requested for 2021	\$400

Costs such as minute taking & office supplies for the Trustees of the Trust Funds.

### **1.4130.20.110 Administrative Salaries**

Appropriated in 2020	\$128,000
Requested for 2021	\$127,000

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

**1.4130.20.130 Admin Overtime**

Appropriated in 2020 \$400

Requested for 2021 \$400

Used for any incidental overtime worked by the Administrative Assistant.

**1.4130.30.550 Town Report Printing**

Appropriated in 2020 \$4,000

Requested for 2021 \$3,500

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 2020 \$1,850

Requested for 2021 \$1,800

Photocopier lease payments and service agreement.

**1.4130.90.530 Telephone/Modem**

Appropriated in 2020 \$3,500

Requested for 2021 \$3,200

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

**1.4130.90.531 Cellphone**

Appropriated in 2020 \$600

Requested for 2021 \$500

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

**1.4130.90.540 Advertising**

Appropriated in 2020 \$800

Requested for 2021 \$600

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

**1.4130.90.560 Dues & Subscriptions**

Appropriated in 2020 \$4,300

Requested for 2021 \$4,300

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

**1.4130.90.580 Mileage**

Appropriated in 2020 \$1,100

Requested for 2021 \$1,000

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

**1.4130.90.605 Office Supplies**

Appropriated in 2020 \$5,500

Requested for 2021 \$5,500

This line covers the cost of office supplies.

**1.4130.90.611 Postage**

Appropriated in 2020 \$1,800

Requested for 2021 \$1,800

Postage for mailing checks and other necessary correspondence.

**1.4130.91.240 Training**

Appropriated in 2020 \$2,400

Requested for 2021 \$2,400

Training for Town Hall staff, to increase knowledge and productivity.

**1.4130.91.301 IT Services**

Appropriated in 2020 \$23,160

Requested for 2021 \$28,000

The portion of the town wide IT contract attributable to the administrative functions within Town Hall. Other departments have their share of the cost 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 2020 \$500

Requested for 2021 \$500

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

**1.4130.91.750 Website**

Appropriated in 2020 \$2,500

Requested for 2021 \$2,500

Maintenance of Town website by Virtual Town & School. Also covers annual fee from the federal government to maintain our domain name.

**1.4130.91.760 Budget Committee Expense**

Appropriated in 2020 \$800

Requested for 2021 \$1,100

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

**LEGAL - 4153**

**1.4153.20.320 Legal**

Appropriated in 2020 \$60,000

Requested for 2021 \$50,000

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. Expecting less lawsuits and assistance needed.

**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 2020	\$240,000
Requested for 2021	\$235,000

Town portion of health insurance premiums for employees who elect this benefit. Only full time employees are eligible. The premium cost share is 80% employer and 20% employee.

**1.4155.20.211 Dental Insurance**

Appropriated in 2020	\$21,000
Requested for 2021	\$21,000

Town portion of dental insurance premiums for employees who elect this benefit. Only full time employees are eligible. The premium cost share is 80% employer and 20% employee.

**1.4155.20.212 Health Reimbursement Account**

Appropriated in 2020	\$38,000
Requested for 2021	\$35,000

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 2020	\$14,000
Requested for 2021	\$14,000

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

**1.4155.20.220 Social Security**

Appropriated in 2020	\$54,000
Requested for 2021	\$59,000

Town portion of Social Security tax for those employees in the Social Security system. Social Security for Library personnel is in the Library Budget.



**1.4155.20.225 Medicare**

Appropriated in 2020	\$23,000
Requested for 2021	\$25,000

Town portion of 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 2020	\$59,000
Requested for 2021	\$77,000

Town cost for retirement contributions for all full time employees except for police officers and full time fire personnel. The employer contribution rate is 11.17% effective until June 30, 2021 and 14.53% effective July 1, 2021 through June 30, 2023.

**1.4155.20.231 Police Retirement**

Appropriated in 2020	\$190,000
Requested for 2021	\$205,000

Town cost for retirement contributions for full time police officers. The employer contribution rate is 28.43% effective until June 30, 2021 and 33.88% effective July 1, 2021 to June 30, 2023.

**1.4155.20.232 Fire Retirement**

Appropriated in 2020	\$20,000
Requested for 2021	\$21,000

Town cost for retirement contributions for the full time firefighter. The rate is 30.09% effective until June 30, 2021 and 32.99% effective July 1, 2021 through June 30, 2023.

**1.4155.20.233 TA Retirement**

Appropriated in 2020	\$9,500
Requested for 2021	\$11,500

Town cost for the TA's retirement contribution to a 457b plan. The rate is 11.17% effective until June 30, 2021 and 14.53% effective July 1, 2021 through June 30, 2023. This matches the NH Retirement System rate.

**1.4155.20.250 Unemployment Compensation**

Appropriated in 2020 \$4,000

Requested for 2021 \$4,000

Cost of the Unemployment insurance program for all town employees through Primex.

**1.4155.20.260 Workers Compensation**

Appropriated in 2020 \$42,000

Requested for 2021 \$40,000

Cost of Workers Compensation insurance through Primex for all town employees and volunteer staff. Reduction in loss ratio means a reduced premium.

**1.4155.20.310 HRA & FSA Fees**

Appropriated in 2020 \$200

Requested for 2021 \$100

Fees for the administration of the HRA plan have decreased due to full participation.

**PLANNING BOARD - 4191**

**1.4191.10.240 Training**

Appropriated in 2020 \$250

Requested for 2021 \$200

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

**1.4191.10.301 IT Services**

Appropriated in 2020 \$160

Requested for 2021 \$200

Cost to maintain planning board email addresses.

**1.4191.10.310 Minute Transcription**

Appropriated in 2020	\$900
Requested for 2021	\$900

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

**1.4191.10.320 Legal**

Appropriated in 2020	\$4,500
Requested for 2021	\$2,500

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

**1.4191.10.330 Contracted Services**

Appropriated in 2020	\$6,000
Requested for 2021	\$6,500

Cost of the Planning Consultant from Central New Hampshire Regional Planning Commission. Some significant developments are planned for 2021.

**1.4191.10.341 Computer/Software**

Appropriated in 2020	\$100
Requested for 2021	\$100

Costs relating to computers &/or software.

**1.4191.10.540 Advertising**

Appropriated in 2020	\$1,500
Requested for 2021	\$1,300

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 2020	\$100
Requested for 2021	\$100

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

**1.4191.10.605 Supplies**

Appropriated in 2020	\$250
Requested for 2021	\$300

The cost of office supplies for the Planning Board.

**1.4191.10.611 Postage**

Appropriated in 2020	\$500
Requested for 2021	\$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 2020	\$300
Requested for 2021	\$400

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

**1.4191.30.320 Legal**

Appropriated in 2020	\$2,000
Requested for 2021	\$1,000

Covers the cost of town council representation when needed by the board. The new Building Inspector will be able to advise the PB on many legal issues, resulting in a savings to this line.

**1.4191.30.540 Advertising**

Appropriated in 2020	\$400
Requested for 2021	\$700

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/Filing Fees**

Appropriated in 2020	\$300
Requested for 2021	\$200

Cost of filing fees for ZBA decisions, professional dues and training for ZBA members.

**1.4191.30.605 Supplies**

Appropriated in 2020	\$0
Requested for 2021	\$50

Items needed for office or general supplies.

**1.4191.30.611 Postage**

Appropriated in 2020	\$400
Requested for 2021	\$350

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

**GENERAL GOVERNMENT BUILDINGS – 4194**

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

**1.4194.10.110 Custodian Salary**

Appropriated in 2020	\$5,000
Requested for 2021	\$5,000

This position is a shared with Parks & Recreation custodial maintenance, and budgeted for 29 hours per week. Town Hall is scheduled for 9 hours and the Community Center is scheduled for 20 hours per week.

**1.4194.10.411 Sewer**

Appropriated in 2020	\$250
Requested for 2021	\$200

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

**1.4194.10.412 Water**

Appropriated in 2020	\$250
Requested for 2021	\$200

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

**1.4194.10.435 Repair & Maintenance**

Appropriated in 2020 \$9,000

Requested for 2021 \$7,000

Cost of maintenance and repairs to the Town Hall.

**1.4194.10.610 Custodial Supplies**

Appropriated in 2020 \$500

Requested for 2021 \$500

Items needed for cleaning and light maintenance.

**1.4194.10.621 Heat/Gas**

Appropriated in 2020 \$5,000

Requested for 2021 \$4,000

Cost of natural gas from Liberty Utilities. A new 3 year contract results in these savings.

**1.4194.10.622 Electricity**

Appropriated in 2020 \$6,000

Requested for 2021 \$6,000

Cost of electricity for the town hall building.

**CEMETERY - 4195**

**01.4195.10.610 Cemetery Expense**

Appropriated in 2020 \$10

Requested for 2021 \$10

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

## **INSURANCE – 4196**

### **1.4196.10.480 Property Insurance**

Appropriated in 2020	\$66,960
Requested for 2021	\$65,000

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 2020	\$5,100
Requested for 2021	\$5,100

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.

## **AMBULANCE - 4215**

### **1.4215.20.390 Ambulance**

Appropriated in 2020	\$174,410
Requested for 2021	\$226,000

This is for the agreement between Allentown and Pembroke to operate the Tri-Town Emergency Medical Service. This is the Tri-Town EMS Board of Directors final budget number for 2021. **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 hiring a full time Building Inspector / Code Enforcement officer. This will better serve the Town with pending large building projects.

**1.4240.10.110 Bldg Insp/Code Enforcement salaries**

Appropriate in 2019	\$10,000
Requested for 2021	\$68,000

The salary amount for the Full Time Building Inspector/Code Enforcement employee. The permit fees of the two largest projects will cover the costs of this position for at least 2 years.

**1.4240.10.120 Admin PT Salaries**

Appropriate in 2019	\$15,000
Requested for 2021	\$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 2020	\$15,000
Requested for 2021	\$0

Will now be handled by Full Time employee

**1.4240.10.341 Computer Software**

Appropriated in 2020	\$1,350
Requested for 2021	\$1,600

Cost of the Avitar program for the building inspector to interact with the Assessing Department and the Tax Collector.

**1.4240.10.531 Cell Phone**

Appropriated in 2020	\$0
Requested for 2021	\$400

Cost of cell phone for new Building Inspector/Code Enforcement position.



**1.4240.10.560 Dues and Subscriptions**

Appropriated in 2020	\$250
Requested for 2021	\$200

Membership in the NH Building Officials Assoc, NFPA, ICC and other professional organizations.

**1.4240.10.580 Seminars/Training**

Appropriated in 2020	\$200
Requested for 2021	\$200

Cost of classes for the Building Inspector to stay current with changes in building and code standards.

**1.4240.10.605 Building Inspector Supplies**

Appropriated in 2020	\$500
Requested for 2021	\$500

This is for any supplies needed by the Building Inspector

**1.4240.10.611 Postage**

Appropriated in 2020	\$200
Requested for 2021	\$100

Postage for the Building/Code Enforcement office.

**EMERGENCY MANAGEMENT - 4290**

The Emergency Management function serves to coordinate 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 town's hazard mitigation plan is multifaceted. Flooding issues along the Suncook River are a major component of our efforts. In the past 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. 34 homes were purchased in the floodplain and demolished to allow for additional floodplain capacity.

Allenstown also received a grant to update the Hazard Mitigation Plan in 2020 which will be implemented in 2021. Funds are included in this budget for assistance from CNHRPC to implement strategies and goals in the new Plan.

Through our preparedness plans, practiced annually, we have enhanced our ability to respond quickly and effectively to a variety of threats. We also 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.

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 2020 \$3,000

Requested for 2021 \$3,000

Stipend paid to the Emergency Management Director.

### **1.4290.10.330 Contracted Services**

Appropriated in 2020 \$0

Requested for 2021 \$2,200

Cost of CNHRPC for implementation of new Hazard Mitigation Plan.

### **1.4290.10.431 Communications**

Appropriated in 2020 \$1,000

Requested for 2021 \$1,000

Maintenance cost of 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 2020	\$5,000
Requested for 2021	\$5,000

To maintain the shelter, light tower and fire station generators. Also the generators at town hall, highway department and 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 2020	\$1,600
Requested for 2021	\$1,600

Town’s portion of the annual maintenance cost of the river gauge on the Suncook River at the Rt. 28 Bridge on the Allenstown/Pembroke Town line.

**1.4290.10.580 Training**

Appropriated in 2020	\$500
Requested for 2021	\$500

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

**1.4290.10.750 Equipment**

Appropriated in 2020	\$300
Requested for 2021	\$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. The health officer may enforce minimum standards for rental housing such as safe drinking water, availability of hot water, garbage control, properly functioning septic systems, vermin control, adequate heat, walls and roofs that don’t leak.

**1.4411.10.100 Health Salaries**

Appropriated in 2020 \$5,000

Requested for 2021 \$5,000

The Health Officer stipend.

**1.4411.10.301 IT Services**

Appropriated in 2020 \$200

Requested for 2021 \$100

The Health Officer's portion of the Town's IT services through CCS.

**1.4411.10.560 Dues & Misc**

Appropriated in 2020 \$150

Requested for 2021 \$200

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

**1.4411.10.580 Training & Mileage**

Appropriated in 2020 \$400

Requested for 2021 \$300

Costs of training, conferences and travel.

**1.4411.11.343 Equipment**

Appropriated in 2020 \$250

Requested for 2021 \$200

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

**1.4411.11.531 Cell Phone**

Appropriated in 2020 \$500

Requested for 2021 \$500

Cost of cell phone for Health Officer.

## **HEALTH – ANIMAL CONTROL - 4414**

### **1.4414.10.610 ACO Misc Supplies**

Appropriated in 2020:	\$150
Requested for 2021:	\$100

Misc Supplies for care of stray pets.

## **WELFARE ADMIN - 4441**

This position is split with the Administrative Assistant at Town Hall.

### **1.4441.10.110 Welfare Salary**

Appropriated in 2020:	\$5,500
Requested for 2021:	\$6,000

Welfare Administrator wages for 5 hours per week. The other 35 hours of the 40-hour position are funded in the Executive Salaries line. Position is split by one person performing both tasks.

### **1.4441.10.130 Welfare Overtime**

Appropriated in 2020	\$100
Requested for 2021	\$100

To cover any incidental overtime worked by Welfare Administrator.

### **1.4441.10.341 Computers/Software**

Appropriated in 2020	\$300
Requested for 2021	\$300

Cost of the Statewide Welfare Program, GAP software. Which provides access to a statewide database to help determine eligibility. It tracks benefits received by client and provides statistical data for reporting purposes.

### **1.4441.10.560 Dues and Publication**

Appropriated in 2020	\$180
Requested for 2021	\$200

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

**1.4441.10.611 Postage**

Appropriated in 2020	\$70
Requested for 2021	\$50

Budgeted based on the current postage usage.

**WELFARE EXPENSES - 4442**

**1.4442.10.800 Miscellaneous**

Appropriated in 2020	\$2,500
Requested for 2021	\$2,300

Costs for unusual welfare situations that don't fall under any other budget line.

**1.4442.10.810 Rent**

Appropriated in 2020	\$22,000
Requested for 2021	\$20,000

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

**1.4442.10.820 Food**

Appropriated in 2020	\$1,000
Requested for 2021	\$1,200

Emergency food costs for qualified applicants, who are then directed to local food pantries.

**1.4442.10.830 Electricity**

Appropriated in 2020	\$2,000
Requested for 2021	\$2,000

Applicants apply for electrical assistance once we assist with their initial request.

**1.4442.10.850 Heat**

Appropriated in 2020	\$2,500
Requested for 2021	\$2,500

Covers emergency fuel assistance not covered under the federal program.

**1.4442.10.860 Medical**

Appropriated in 2020	\$350
Requested for 2021	\$300

Medical prescriptions not covered by other programs. Applicants must apply for other medical programs such as Community Bridges and prescription programs that fit their needs.

**1.4442.10.870 Burial**

Appropriated in 2020	\$2,100
Requested for 2021	\$2,100

The usual cost of a pauper’s funeral is about \$750.

**SOCIAL SERVICES - 4445**

**1.4445.50.330 Health Agencies**

Appropriated in 2020	\$23,000
Requested for 2021	\$24,500

The Merrimack-Belknap County Community Action Program provides a host of services to residents of Allenstown, and operates a satellite office in Pembroke that serves the citizens of Allenstown. Amount appropriated: \$20,500 (2020 amount was \$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

Waypoint, formerly Child and Family Services, provides 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 partnered with the Boys & Girls club for many years. The Town provides and maintains the facilities while the B&G Club provides staffing & programming. The Town has a similar partnership with Belknap-Merrimack Community Action Program which operates the Senior Center, with dedicated and shared space in the 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 operates out of the kitchen at the community center. The B&G Club has a meals program for children and their families in need.

Volunteers Park is located off of River Rd. at the corner of Wall St. It 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 2020	\$16,000
Requested for 2021	\$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 2020	\$14,000
Requested for 2021	\$16,000

This Custodial Position is split between the Community Center for 20 hours a week and Town Hall for 9 hours a week. Town Hall hours are budgeted under General Government Buildings.

**1.4520.20.411 Sewer**

Appropriated in 2020	\$700
Requested for 2021	\$700

Cost of municipal sewer service at the community center.

**1.4520.20.412 Water**

Appropriated in 2020	\$800
Requested for 2021	\$800

Cost of municipal water service at the community center and Volunteers Park

**1.4520.20.435 Building Repairs/Maintenance**

Appropriated in 2020	\$7,000
Requested for 2021	\$12,000

Cost of repairs and maintenance to the Community Center and Volunteers Park.



**1.4520.20.463 Equipment Repairs/Maintenance**

Appropriated in 2020 \$1,600

Requested for 2021 \$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 2020 \$530

Requested for 2021 \$500

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

**1.4520.20.540 Advertising**

Appropriated in 2020 \$100

Requested for 2021 \$0

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

**1.4520.20.605 Office Supplies**

Appropriated in 2020 \$50

Requested for 2021 \$0

Cost of office supply type items.

**1.4520.20.610 General Supplies**

Appropriated in 2020 \$2,000

Requested for 2021 \$2,100

Cost of hand soap, paper towels, toilet paper, cleaning, and miscellaneous supplies.

**1.4520.20.621 Heat**

Appropriated in 2020 \$6,300

Requested for 2021 \$6,300

The community center utilizes natural gas to heat the building.

**1.4520.20.622 Electricity**

Appropriated in 2020	\$13,900
Requested for 2021	\$13,000

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 2020	\$800
Requested for 2021	\$600

Cost of landscape maintenance for the Community Center and Volunteers Park. Suncook Softball League pays for most of the maintenance at Volunteers Park.

**PATRIOTIC – 4583 to 4589**

**1.4583.10.690 Flags**

Appropriated in 2020	\$50
Requested for 2021	\$50

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

**1.4589.90.390 Old Home Day**

Appropriated in 2020	\$2,000
Requested for 2021	\$2,000

Cost share between Allenstown and Pembroke for the Old Home Day event. The Old Home Day Committee uses these funds to organize a parade and other events for the annual festival.

**1.4589.90.391 Christmas in Suncook**

Appropriated in 2020	\$300
Requested for 2021	\$300

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

## **CONSERVATION - 4611**

### **01.4611.10.110 Training**

Appropriated in 2020	\$10
Requested for 2021	\$10

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

## **OLD ALLENSTOWN MEETING HOUSE - 4619**

### **1.4619.10.435 Maintenance**

Appropriated in 2020	\$150
Requested for 2021	\$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 2020	\$900
Requested for 2021	\$900

Cost of the telephone line at the meeting house which is necessary for the alarm system. Also covers the annual monitoring cost of the security alarm.

### **1.4619.10.610 Custodial Supplies**

Appropriated in 2020	\$50
Requested for 2021	\$50

Cost of custodial supplies to clean the building.

### **1.4619.10.622 Electricity**

Appropriated in 2020	\$300
Requested for 2021	\$300

Cost of electricity for the meeting house.

## **ECONOMIC DEVELOPMENT – 4652**

### **1.4652.10.110 Economic Development**

Appropriated in 2020	\$3,000
Requested for 2021	\$7,000

This amount covers administrative activities such as meeting minutes & postage. It allows more programs, events and projects to be 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 2020	\$15,000
Requested for 2021	\$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**

### **1.4902.11.752 Highway Vehicles**

Appropriated in 2020	\$68,000
Requested for 2021	\$68,000

This covers the cost of lease payments for Highway vehicles purchased by the Town. 2021 is the final payment on the F550 4x4 and the 2<sup>nd</sup> payment on the International Plow Truck.

### **1.4902.15.752 Fire Vehicles**

Appropriated in 2020	\$60,000
Requested for 2021	\$60,000

This line covers the cost of lease payments for Fire Department vehicles purchased by the Town. This year the Fire Department is looking at a truck for work in Bear Brook Park.

**1.4902.18.752 Police Vehicles**

Appropriated in 2020	\$37,500
Requested for 2021	\$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 2020	\$8,430
Requested for 2021	\$8,400

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 2020	\$233,294
Requested for 2021	\$120,800

Includes funding for the following Capital Reserve Funds: Library, Public Safety Facilities, Streetlights, Highway Equipment, Economic Development, Assessing Re-Valuation, Road Repair & Paving and Parks/Recreation Projects

**Revenues**

**Taxes**

**01.3180.10.000 Timber Tax**

Appropriated in 2020	\$1,500
Requested for 2021	\$1,500

Estimated income from Timber Harvest Tax

**01.3186.10.000 Payments in Lieu of Taxes**

Appropriated in 2020	\$5,300
Requested for 2021	\$5,300

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 2020	\$ 41,000
Requested for 2021	\$ 10,000

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

**01.3190.11.000 Lien Interest for Prior Year Taxes**

Appropriated in 2020	\$56,000
Requested for 2021	\$90,000

Amount of income received on prior year tax liens.

**01.3190.50.000 Sewer Liens – Interest & Penalties**

Appropriated in 2020	\$0
Requested for 2021	\$500

Amount of income received on Sewer liens.

**Licenses, Permits and Fees**

**01.3210.10.000 Business Licenses**

Appropriated in 2020	\$500
Requested for 2021	\$500

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

**01.3220.30.000 Motor Vehicles Registrations**

Appropriated in 2020	\$710,000
Requested for 2021	\$690,000

Income received on motor vehicle registrations.

**01.3230.10.000 Building Permits**

Appropriated in 2020 \$18,000

Requested for 2021 \$18,000

Amount of income received on building permits.

**01.3290.10.000 Dog Licenses**

Appropriated in 2020 \$4,000

Requested for 2021 \$4,000

Amount of income received on dog licenses.

**01.3290.20.000 Dog Fines**

Appropriated in 2020 \$1,100

Requested for 2021 \$1,000

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

**01.3290.30.000 Marriage Licenses**

Appropriated in 2020 \$130

Requested for 2021 \$100

Income received for processing a marriage license. The town receives \$7 per license.

**01.3290.50.000 Vital Records**

Appropriated in 2020 \$1,100

Requested for 2021 \$1,000

Income received for copies of marriage, death, birth, and divorce certificates. The town receives \$7 for the first certificate and \$5 for each additional certificate purchased at the same time.

**01.3290.65.000 OHRV Agent Fee**

Appropriated in 2020 \$100

Requested for 2021 \$100

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 2020	\$500
Requested for 2021	\$700

Fees received when a resident or business owner applies for a variance or special exception. These are administrative fees that offset Zoning Board costs.

**01.3290.91.000 Planning Fees**

Appropriated in 2020	\$1,500
Requested for 2021	\$2,000

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 2020	\$222,000
Requested for 2021	\$150,000

This line represents the town’s share from the state rooms and meals tax. We are expecting a decrease due to the COVID-19 virus.

**01.3353.10.000 Highway Block Grant**

Appropriated in 2020	\$93,300
Requested for 2021	\$70,000

Town’s share from the state distribution of the Highway Block Grant. We are expecting a decrease due to the COVID-19 virus.

**01.3356.10.000 State & Federal Forest Reimbursement**

Appropriated in 2020	\$5,120
Requested for 2021	\$5,200

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



## **Charges for Services**

### **01.3401.22.000 Income from Police Department**

Appropriated in 2020	\$1,850
Requested for 2021	\$1,900

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

### **01.3401.29.000 PD Misc Revenue**

Appropriated in 2020	\$1,000
Requested for 2021	\$1,000

Misc fees & fines collected by the Police Department

### **01.3401.30.000 Income from Fire Department**

Appropriated in 2020	\$1,000
Requested for 2021	\$1,000

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

### **01.3404.10.000 Refuse Charges Residential**

Appropriated in 2020	\$3,000
Requested for 2021	\$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 2020	\$1,000
Requested for 2021	\$1,000

Revenue earned by selling recyclable materials.

### **01.3404.15.000 Refuse Sale of Casella Trash Bins**

Appropriated in 2020	\$0
Requested for 2021	\$200

Revenue received from the sale of Casella trash bins.

**01.3405.10.000 Franchise Fees**

Appropriated in 2020	\$46,000
Requested for 2021	\$46,000

Franchise fees paid by Comcast Xfinity to the town.

**01.3409.10.000 Electricity reimbursement**

Appropriated in 2020	\$3,000
Requested for 2021	\$3,000

Money paid back to the Town from Electric Company.

## **Miscellaneous Revenues**

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**01.3502.11.000 Interest on Investments**

Appropriated in 2020	\$15,000
Requested for 2021	\$9,000

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

**01.3504.10.000 Fines from Court**

Appropriated in 2020	\$800
Requested for 2021	\$500

Court fines received by the town from Allenstown court cases.

**01.3507.10.000 NSF Fees**

Appropriated in 2020	\$200
Requested for 2021	\$300

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

## **01.3509.10.000 Welfare Reimbursements**

Appropriated in 2020 \$500

Requested for 2021 \$400

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 2020 \$800

Requested for 2021 \$800

Amount paid for copies, yard sale permits, minutes from meetings and miscellaneous items.

## **01.3939.90.000 Budgetary Use of Fund Balance**

Appropriated in 2020 \$233,294

Requested for 2021 \$120,800

Amount of funds that the voters decide to transfer to capital reserve accounts at town meeting.