Town of Allenstown
New Hampshire

CAPITAL IMPROVEMENTS PROGRAM
2021-2026

Town Hall Parking Lot

Image accessed via Google Maps Feb 2020

Developed by the Allenstown Planning Board's CIP Committee
With assistance from the Central New Hampshire Regional Planning Commission

Adopted by the Allenstown Planning Board
March 18, 2020

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New Hampshire

CAPITAL IMPROVEMENTS PROGRAM
2021-2026

ADOPTED BY THE ALLENSTOWN PLANNING BOARD
March 18, 2020

Prepared by the:
Allenstown Planning Board and its
Capital Improvements Program (CIP) Committee
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6. Appendix

Certificate of Adoption

In accordance with New Hampshire RSA 674:5-8, Capital Improvement Program, and RSA 675:6, Method of Adoption, the Allenstown Planning Board, having held a duly noticed public hearing on March 18, 2020, hereby adopts and certifies this Allenstown Capital Improvements Program 2021-2026, dated March 18, 2020.

_____ _____

Michael O'Meara, Planning Board Chairperson Diane Adinolfo, Member

_____ _____

Michael Frascinella, Member Chad Pelissier, Member

_____

Sandra McKenney, Selectmen's Representative

This document was received and recorded by the Town Clerk on March 18, 2020.

Signed:_____

Kathleen Pelissier, Allenstown Town Clerk

Seal:

Acknowledgements

The Planning Board would like to express their gratitude to the following people who assisted the Board with this undertaking to develop the Capital Improvements Program.

CIP Committee, 2020

Jeffrey Backman, Sewer Department Superintendent
Marc Boisvert, Highway Department Foreman
Michael Frascinella, Economic Development Committee Chairperson
Derik Goodine, Town Administrator
Sandy McKenney, Board of Selectmen Member/Planning Board Selectboard Representative
Matt Monahan, CNHRPC, Elected CIP Committee Chairperson
Mike O'Meara, Planning Board Chairperson
Kris Raymond, Allenstown School Board Chairperson
Paul St. Germain, Fire Department Chief
Michael Stark, Police Department Chief

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Evan McIntosh, Fire Department Captain
Betsi Randlett, Public Library Director
Jeff Venegas, Budget Committee
Peter Warburton, SAU #53 Superintendent

1. Introduction

History of Allenstown's Capital Improvements Program (CIP)

In 2016, the Allenstown Planning Board adopted its new Master Plan, an update of the prior 2003 document. The April 2016 Allenstown Master Plan provides an in-depth discussion of the Town's vision, demographics, land use patterns, natural features, housing, transportation, history, economics, and energy issues of the community. This Plan compared the per-capita budgets of many Town Departments with surrounding towns. One of the recommendations within the Master Plan was that the Town develops and strictly follows a Capital Improvement Program (CIP) in accordance with NH RSA 674:5-8.

The previous CIP was produced for 2013-2018. To accomplish the task of developing the Town's latest updated CIP, the Planning Board appointed a Capital Improvements Program Committee at their December 4, 2019 regular meeting. This Committee was charged with developing preliminary evaluation ranking criteria, defining what a capital improvement is, meeting with department heads to discuss projects, as well as the responsibility of scheduling projects in a way to accommodate the public need while minimizing significant fluctuations in the tax rate.

For the purposes of this 2021-2026 CIP, a capital expenditure has been defined by four key criteria:

1) Must cost at least 15,000; and
2) Must have a useful life of at least 5 years (not a staffing or maintenance item); and
3) Is not included in the operating budget.
4) OR is any other project or purchase requiring bond financing or lease-purchase

Eligible items include major equipment, vehicles, special studies, purchase of land or easements, as well as construction of roads and buildings. Recurring costs, such as personnel and supplies, are not capital improvements. Some items, such as maintenance or repairs, may or may not be included depending upon the cost and the useful life of the repair. The criteria were modified from what was used in the previous years.

Purpose and Use of the CIP

The CIP has a variety of purposes and should have many beneficial effects on Allenstown's financial, budgetary, and planning functions. Its primary purposes are summarized below.

1. State Statutory and Other Legal Requirements: According to NH RSA 674:22, communities that wish to engage in regulating the timing of development through the establishment of growth controls must have adopted both a Master Plan and the Capital Improvements Program. With the adoption of the CIP, the Town may be able to regulate the rate of growth, should the need for such control become necessary. Allenstown currently has an adopted Impact Fee Ordinance. In the meantime, the CIP, in conjunction with the Master Plan, will enable the Planning Board to use its power under RSA 674:36 to deny subdivisions that are premature due to the lack of sufficient public services and/or infrastructure. The CIP demonstrates that the Town is attempting to accommodate growth, and that there is a good faith effort on the part of the Town to provide those services at some later date. If impact fees are assessed to a developer, the Town should request the fees in accordance with the CIP and should also fund its portion of the necessary infrastructure improvement.

2. Stability in Tax Rates and Budgets: The Capital Improvements Program will contribute to stabilizing the Town's tax rate and budget each year by planning and budgeting for major capital expenditures well in advance. Financing methods such as bonding and capital reserve funds are recommended in order to make annual capital expenditures more stable, predictable, and manageable. Wide fluctuations in annual Town budgets caused by sudden or large one-time capital expenditures will be reduced. Under NH RSA 33:4A, the Town's bonded indebtedness is limited to 3.0% of the Town's assessed valuation, the School bonded indebtedness is limited to 7.0% of the Town's assessed valuation, and a Village District is limited to 1.0% of their valuation. Towns participating in a cooperative school district can incur bonded indebtedness up to 10% of its equalized valuation.

3. A Management Tool for Town Officials: The 2016 Master Plan contains projections and analyses of the Town's demographic trends and finances which all local officials may find useful in planning and delivering public services if the information is updated. A comprehensive, longer-term picture of capital needs is created because all capital items are placed into one schedule. A Master Plan should be updated at least every 7-10 years for it to remain relevant to the community. The Capital Improvements Program is designed to be used by officials as a management tool that builds off of information contained in the Master Plan.

4. Citizens' and Developers' Guide to Planned Expenditures: The Capital Improvements Program will serve both citizens and developers as a useful guide for expenditures planned by the Town to accommodate projected growth. The citizen who wants to know when and at what costs a particular service will be expanded can consult the Capital Improvements Program, as can the developer who wants to know when, for example, school capacity will be expanded. The Town can limit the number of building permits issued each year (Growth Management Ordinance) if it can document the lack of municipal and school capacity to handle growth and state the Town's intentions to remedy the situation within one year.

5. Use by the Selectmen and Budget Committee: In Allenstown, the Budget Committee works with the Board of Selectmen to develop (and approve) the yearly budget. RSA 674:8 is not specific about how the Capital Improvements Program is actually used in preparation of the annual Town Budget. It simply requires the Planning Board "...submit its recommendations for the current year to the Mayor (Board of Selectmen) and Budget Committee... for consideration as part of the annual budget." This clearly means the Capital Improvements Program is not binding in any way upon Town appropriations and expenditures. The Capital Improvements Program is thus an advisory document without the force of law. A properly prepared Capital Improvements Program will, however, be effective and credible when annual consideration of the budget takes place.

6. A Basis for Enacting a Growth Management Ordinance: In order to regulate and control the timing of development through a Growth Management Ordinance in accordance with NH RSA 674:22, communities must enact and maintain a current Master Plan and a Capital Improvements Program. A demonstrated need to time development must be identified through both documents. The CIP contains demographic data, current and future facility information, and Department needs over the next six years. The document helps to support whether a need for new facilities and infrastructure will be needed to accommodate new growth.

7. A Basis for Enacting an Impact Fee Ordinance: In order to implement an impact fee schedule in accordance with NH RSA 674:21, communities must enact and maintain a Capital Improvements Program. Through adoption of this CIP, as well as the 2003 Master Plan, Allenstown has the legal ability to assess impact fees to developers as long as an Impact Fee Ordinance is approved by Town voters. Such fees are used to construct or acquire necessary public infrastructure in order to accommodate demands created by new growth.

The CIP Development Process

The Planning Board appoints a Capital Improvements Program Committee, which should use the following process as guidance for development of a CIP. This process was used in 2019-2020 for the development of the 2021-2026 CIP.

Approval of Master Plan (2016)

- Allenstown Planning Board completes a new 2003 Master Plan, far different from the original 1965 and later developed 1985 Master Plans. The Master Plan was adopted on March 6, 2003 after conducting properly noticed public hearings. The latest updated Master Plan was adopted on April 6, 2016. The generally accepted practice is to update the Master Plan every 7 to 10 years, or after a decennial census is released.

Authorization from Annual Meeting (2001)

- The Planning Board seeks and secures approval from Town Annual Meeting to create a Capital Improvements Program in accordance with NH RSA 674:5-8. This approval was obtained in March 2001. This approval stands until or unless revoked by Town Meeting vote.

Appointment of Committee (2019)

- The Planning Board appoints a Capital Improvement Program Committee consisting of members from the Planning Board, Town Departments, Town Staff, Sewer Commission, and School District. The 2021-2026 CIP Committee was established on December 4, 2019.

Definition of Capital Expenditure (2019)

- The CIP Committee defines what a "capital expenditure" is each time it generates a new CIP. Most of the time, the definition remains the same for each CIP. The definition is typically multi-part. The definition approved in 2019 by the CIP Committee in order for a project to quality for inclusion into the CIP states the project or purchase:

1) Must cost at least 15,000; and
2) Must have a useful life of at least 5 years (not a staffing or maintenance item); and
3) Is not included in the operating budget.
4) OR is any other project or purchase requiring bond financing or lease-purchase

Solicitation of Projects from All Municipal/School Departments with an Application (2019)

- The CIP Committee sends information and Application materials to all Town Department heads, Board/Commission Chairs, certain administrative Staff positions, and the School Board. Department heads (et al) submit requests with Department priority ranking, estimated costs, and identification of how each project/purchase is to be funded. The Town

collects the Applications and CNHRPC offered assistance to any Department to complete their Application with them. This occurred in December 2019.

Discussion and Ranking of Project Requests (2020)

- The CIP Committee reviews Project/Purchase Application form requests. As needed, members prioritize each request based on their understanding of ranking criteria and municipal priorities, taking into consideration Department priorities and their requests for years implemented.

- Adjustments in scheduling over the six-year time period (2021-2026) are negotiated within the CIP Committee in order to minimize sharp increases in the yearly tax rate.

- The CIP Committee develops a final recommended Municipal Improvement Schedule and School Improvement Schedule of projects, including the years of expenditure, offsetting funds, and funding sources. The CIP Committee does not have the ability to adjust the qualifying capital School projects because this is the School District's responsibility. This process was completed in January 2020.

Document Development (2020)

- The CIP document includes and supports the two Improvement Schedules and provides additional information of value to the Planning Board, Board of Selectmen, and Budget Committee which allows for informed decisions. The Chapters of the CIP and numerous financial and comparative tables and figures within the document are written or updated from the previous version.

Planning Board Review (2020)

- The Planning Board receives a final recommended Capital Improvements Program from the CIP Committee. Planning Board may, at their discretion, meet with the CIP Committee at a Work Session to discuss the document prior to the Public Hearing.

- The Planning Board may adjust scheduling and/or estimated cost of items prior to the Public Hearing, and the CIP Committee makes adjustments accordingly.

- The Planning Board conducts a properly noticed Public Hearing for adoption of the CIP. The Planning Board either votes to adopt the CIP as posted, or revises it as result of public testimony or Board discussion. The Board members sign the Certificate of Adoption which will be kept with the original, approved document. This is anticipated to occur in February 2020.

- Once adopted, the original signed CIP is filed with the Town Clerk, and copies are provided to all Town Departments, Boards, Committees, Budget Committee, Board of Selectmen, and the Allenstown School Board.

Scope of the Capital Improvements Program

This Capital Improvements Program identifies capital expenditures anticipated over the next six fiscal years beginning January 1, 2021 and ending December 31, 2026. Within this time frame, projects will be identified which will be of high priority and warrant immediate inclusion in the Town's capital spending plan. After projects are completed for a particular year, they should be removed from the CIP and the status of pending projects should be examined and adjustments made. Every spring or summer, the process should begin anew to ensure priorities remain the same and new projects are placed into the CIP or incomplete projects are placed into forthcoming years.

Demographics of the community are presented to provide the basis for the requirement of many of the projects within this document. The baseline information is additionally valuable when developing future applications for consideration into an updated Capital Improvements Program. Similarly, Department building sizes, staffing, and programs are inventoried and future projections for expansion in the Departments are provided as baseline information. They present an indicator of what types of future needs are on the horizon and develop a history of the growing needs of the community's facilities.

2. Demographics

A Capital Improvement Program has a direct relationship to the impact fees or growth management ordinance which the Town can implement with the proper zoning ordinances and administrative procedures in place. Housing and population growth trends must be established to identify the qualification of projects as either serving the current population or serving anticipated population growth. Impact fees can only be assessed on future anticipated growth.

Historical and Projected Population and Housing Growth

In order to ascertain the growth trends of the community, an examination of past, present, and future population growth is required. The following tables and analysis help assess the growth condition of the community and updated with the most recent estimated demographic data provided by the US Census Bureau.

In **Table 1**, population in Allenstown *decreased* 11% (-521 people) between 2000-2010 while housing growth also *decreased* by 10% (-212 people). In 2010, there was an average of 2.3 people in each housing unit, down significantly from a high of 3.3 people in 1970. Between 2010-2018, an estimated 1% population (+45 people) and 2% housing (+35 homes) growth occurred in Town. Allenstown's overall growth since 1970 has increased by 60% in population and 131% in housing units, which is on the lower end compared to many other towns in the Central New Hampshire region.

Table 1
Overall Population and Housing Growth Trends, 1970-2018

Growth	Population	Net Change		Housing Units	Net Change	
		#	%		#	%
1970 Census	2,731	0	0	831	0	0
1980 Census	4,398	1,667	61.0%	1,591	760	91.5%
1990 Census	4,649	251	5.7%	1,868	277	17.4%
2000 Census	4,843	194	4.2%	2,093	225	12.0%
2010 Census	4,322	-521	-10.8%	1,881	-212	-10.1%
2018 Estimates	4,367	45	1.0%	1,916	35	1.9%
Total Change from 1970 – 2018	**---**	**1,636**	**59.9%**	**---**	**1,085**	**130.6%**

Sources: 1970-2010 US Census; NH OSI Population Estimates 2018, Aug 2019; NH OSI Housing Supply Trends 2010-2017, Dec 2018

Population density is another way to portray the rate of a community's growth. Allenstown is 20.5 square miles of land, with another 0.1 square miles of water. When calculating population density, the result determines the number of people who live in 1 square mile of Town. This assumption does not take into account any barriers but is a straight calculation. In 1970, Allenstown had 133 people per square mile. This can be compared with 2018 when 213 people per square mile lived in Town. The greatest number of persons per square mile was in 2000, with 236 people per square mile as displayed in **Table 2**. Today's 213 people is equivalent to 1980's 214 people per square mile. Population density is also a measure to ascertain whether people live in remote or crowded housing conditions.

Table 2
Population Density

Land Area in Square Miles (excludes water)	Persons per square mile					
	1970	1980	1990	2000	2010	2018
20.5	132.8	214	226	236	211	213

*Sources: **Table 1**, NH GRANIT Municipal Acreage*

Population projections into the future were compiled to compare the projected growth from 2020 to 2040 among Allenstown's adjoining communities. Such projections lack factual accuracy but can provide an overall estimation of a municipality's growth based on prior trends. For instance, the 2020 population figure of 4,123 is less than the estimated NHOSI 2018 figure of 4,367 in **Table 1**.

Yet the overall trend can yield worthwhile comparisons. **Table 3** displays these anticipated population changes. By 2040, Allenstown is projected to have a population increase of nearly 4% while the surrounding towns are projected to have growth ranging from 9% (Deerfield and Pembroke) to 16% (Hooksett). Allenstown's population growth is modest in comparison to these communities.

Table 3
Allenstown and Abutting Community Population Projections, 2020-2040

Community	2020	2025	2030	2040	Percentage Change %
Allenstown	**4,123**	**3,970**	**4,110**	**4,286**	**4.0%**
Bow	7,842	8,065	8,349	8,708	**11.0%**
Deerfield	4,631	4,869	4,978	5,052	**9.1%**
Epsom	4,861	5,093	5,272	5,499	**13.1%**
Hooksett	15,403	16,508	17,089	17,823	**15.7%**
Pembroke	7,089	7,150	7,402	7,720	**8.9%**

Sources: NH Office of Strategic Initiatives Municipal Population Projections 2010-2040, 2016

In **Table 4** during the period 2010-2017, Allenstown experienced declines in the number of residential building permits issued between 2012-2014. These declines were due to the removal of manufactured homes, which occurred in many of the eight years evaluated. Over these eight years, a total of 41 permits for new housing were issued. The highest number of permits issued in any given year totaled 10 in 2016. Allenstown issued almost an equal number of single family permits (17) as it did for manufactured homes (14) during this period. Data for 2018 was not available.

Table 4
Residential Building Permits Issued by Housing Type, 2010-2017

Housing Type	2010	2011	2012	2013	2014	2015	2016	2017	8-Year Total
Single Family	3	-1	1	3	0	1	1	9	17
Multi-Family	0	2	0	-6	0	8	0	0	4
Manufactured	3	3	1	0	2	-1	9	-3	14
Total Permits Issued	**6**	**4**	**2**	**-3**	**2**	**8**	**10**	**6**	**41**

Sources: NHOSI Housing Supply Trends 2010-2017, Dec 2018

Impact Fee and Growth Management Ordinances

Reviewing the demographics and growth trends of a community lends weight to the decision of whether to develop an Impact Fee Ordinance or a Growth Management Ordinance. The adoption of a recent Capital Improvements Program (CIP) is required for these ordinances.

The Town adopted an Impact Fee Ordinance (IFO) in 2003, to ensure adequate facilities are available to new residents, to prevent scattered or premature development, to provide for harmonious development, to ensure proper coordination of streets, and to ensure streets are wide enough for all traffic. The ordinance sets the framework for setting fees for relevant facilities upon issuance of building permits.

After an IFO is adopted, Impact Fee Study must be developed for each of the municipal Departments, the school(s), recreation, community facilities, and/or the local Town roads for which an impact fee is being considered. A specific amount of growth must be determined that will require an upgrade of municipal facilities. Each Study looks at population, traffic, or department data and existing facilities information, makes comparisons, and develops conclusions which are the basis for the amount of funds that should be collected for the type of facility being examined, called an Impact Fee Schedule. Fees can only be attributed toward future growth and not existing population needs. Impact fees can also be used to pay for

existing bonds that enhance a facility by accommodating growth. Specific existing school bonds are often paid using impact fee collections.

With the development of this CIP, Allenstown has the opportunity to discuss the benefits of develop Impact Fee Studies and accompanying Impact Fee Schedules for facilities. Development of one even Study and the accompanying Fee Schedule requires much time and experience.

Administration of impact fees needs to be handled carefully, and is often intimidating to communities trying to initiate impact fees. Impact fees collected which are not used after six years towards the facility for which they have been collected are returned to the payee.

If Allenstown wants to begin to enact their Impact Fee Ordinance, the Planning Board needs to decide which facility(ies) would need to be upgraded/constructed to handle future growth and begin to develop a plan to handle the long-term administration of Impact Fees. The Board conducts an Impact Fee Study for each facility to be upgraded. The administrative plan to collect, monitor, record, and pay out the impact fees collected is enacted. The fees are set by the Planning Board during the approval of each application, and collected when a building permit is obtained. However, the current decreasing population condition of the Town does not seem to justify the collection of impact fees.

The Town does not have a Growth Management Ordinance. The slight rate of growth would not support this type of planning document until growth projects were steady and extreme.

Conclusions

Growth in Allenstown since 2010 has remained very low, both in population (+45 people) and in housing (+35 homes). It may be difficult to make a case to collect impact fees after the development of an Impact Fee Study until both population and housing grow. Any such fees can accommodate only new growth in Town, not for the lack of facilities for the existing populace. Repairs, reconstruction, and most improvements which are required to serve the existing population cannot be used for impact fee purposes.

The tables in 3. Summary of Projects discuss capital expenditure project or purchase overviews for each participating Department and offer an opportunity for identifying which projects, or portions of projects, could qualify for impact fees. This can be assisted by identifying what percentage of each project will serve new growth in Town. This is the portion that could be charged towards impact fees if the Town had an Impact Fee Schedule.

3. Summary of Projects

Projects Overview

In preparing this document, the CIP subcommittee of the Planning Board surveyed all projects submitted by the Town Departments as well as current adequacy and needs of their facilities and equipment, and identification of future needs for expansion, improvements, and additions. In the process of developing this document, some Departments opted not to participate while others had no projects to include in the CIP.

Using data submitted by Department heads and Board Chairs for this document, the CIP Committee identified 12 Town projects and 1 School District project for inclusion in the Capital Improvements Program. The majority are recommended to be funded through property taxes and capital reserve funds.

The following **Table 5** summarize all of the projects to be included in the CIP 2021-2026, including present status and future needs of each Department. Projects are provided with a project number beginning with 1) a consecutive number in which the project was received, 2) a Department abbreviation, and 3) the year of submission. This type of project numbering system allows for easier tracking of the applications over time, during annual updates, and reduces the confusion with similar applications such as vehicle replacements. Several projects extend beyond 2026.

It is important to note that the project information evolves over the CIP development process to what is displayed within this document and the Improvement Schedule.

Table 5
Summary of Projects

Application	Title of Project	CIP Expenditure Years	Total Estimated Costs	Funding Mechanisms	Department Priority
Highway Department					
2021-HW-01	Purchase Backhoe[1]	2026-2030	$140,000	Highway Equipment CRF (5-yr Lease Purchase)	Medium
2021-HW-02	Reconstruct 1/6th of Town Roads[2]	2021-2026	$1,200,000	New Highway Reconstruction CRF, NH Highway Block Grant Aid, and Annual Operating Budget	High
2021-HW-03	New Highway Garage[3]	2021	$200,000	Highway Garage CRF	High
2021-HW-04	Purchase Snowblower Attachment for Skidsteer[4]	2022	$20,000	Highway Equipment CRF	Low
2021-HW-05	Repurpose Highway Garage into Salt Shed[5]	2021	$25,000	Highway Garage CRF	High
Fire Department					
2021-FD-06	Station 2nd Floor Completion Project[6]	2021-2023	$102,000	Public Safety Facilities CRF	Medium
2021-FD-07	Purchase Fire Apparatus- Quint[7]	2021-2030	$1,000,000	Annual Operating Budget (10-yr Lease Purchase)	High
Town Administration					
2021-TA-08	Parking Lot Paving at Town Hall[8]	2022-2024	$15,000	Town Building/Maintenance CRF	Medium
2021-TA-09	LED Street Lighting[9]	2021-2025	$50,000	Streetlight CRF	Medium
2021-TA-10	Revaluation Project 2022[10]	2022	$67,200	Assessing Revaluation CRF (revolving)	Medium
2021-TA-11	Recycling and Solid Waste Program Equipment[11]	2023-2032	$350,000	10 year bond (for packing truck)	Medium
Allenstown Wastewater					
2021-SW-12	Library Street Sewer Force Main & Suncook Pump Station[12]	2021-2040	$1,616,000	20-year Sewer User Fees via Clean Water Revolving Loan Fund	High
School District SAU #53					
2021-SD-13	School Building(s) Renovation or New Construction[13]	2021-2040	$20,000,000	20 year bond offset by anticipated State School Building Aid (60%)	Medium

1. Purchase replacement backhoe. Current backhoe is a 2004 and has an estimated 3 years of life remaining.
2. Reconstruct one sixth of the Town's roads each year. Annual funding is estimated to be $200,000.

3. Replace the current Highway Department garage as the current facility does not meet the needs of the department.
4. Purchase snowblower attachment for skidsteer to use for snow removal..
5. Repurpose current Highway Garage building into salt shed.
6. Finish of the 2nd floor office space of the Fire Station. The space will provide additional office space, sleeping quarters, expand current meeting room that doubles as the town's Emergency Operations Center.
7. Purchase combination ladder truck/pumper (commonly referred to as a "Quint") to replace the 1991 adder Truck and 1990 E-One Pumper Truck that were removed from service and sent to auction.
8. Overlay upper and side of parking lot and excavate and/or completely remove old pavement and repave lower section of parking lot. New section will have 1 inch overlay and old section will have between 1 to 3 inches of pavement as needed.
9. Annual allocation for updating street lighting with LED fixtures.
10. Revaluation project in 2022 at $67,200, rotating every 5 years. Annual deposits of $16,800 to Assessing Revaluation CRF.
11. The cost of recreating our trash and recycling program, as the current contract with Casella expires in 2024. It would require a trash packer truck, another truck of some type to collect recycling stuff, and then all of the 30 and 15 yard dumpsters and roll-aways.
12. The Library Sewer Force Main and Suncook Pond Pump Station project includes design and construction of a new wastewater pump station, force main, road and gravity sewer to eliminate an existing sewer crossing of the Suncook River
13. Renovations to improve Town School facilities. Both school buildings are very old and in need or renovations and updates to bring them up to current standards. A New School Building/School Building Renovation Committee evaluating the options of building a new facility versus renovating current facilities.

Municipal Improvements Schedule

Figure 1 Municipal Improvements Schedule on the foldout page details the recommended methods of financing the capital improvements and the impacts to the yearly municipal tax rates for the municipal projects. The fiscal year of the Town begins on January 1 and ends on December 31 of the same year. All numbers are shown in 2020 dollars.

Figure 1 illustrates a potential $0.46 impact to every $1,000 of property valuation in 2021. This impact includes projects which would have normally occurred that year, potential new bond payments, Capital Reserve Fund allocations, and a few new projects that were introduced during the CIP planning process. There are many offsetting reimbursements applied to these projects that substantially reduce the overall taxpayer cost. The $0.34 in 2025 represents the lowest impact to the tax rate over the coming six years; the highest annual tax impact is projected to be in 2023 at $0.58.

Voters at the annual March Town Voting Session will decide whether the best interests of the Town and its residents are served when they choose to allocate funds to many of the capital projects listed here. Several Town Departments chose not participate in the project identification process and are not represented within the CIP.

School District Improvements Schedule

Figure 2 School District Improvements Schedule on the foldout page details the project submitted by the Allenstown School District. The fiscal year for school district begins on July 1 and ends on June 30 of the following year, which differs from the municipal calendar year. However, the years of expenditure are displayed as 2021/22 through 2026/27 which begin with the upcoming school year and remain generally consistent with the municipal project years. The annual School District Meeting is held in April of each year, and expenditures approved at that meeting would not occur until July 1. These projects in Figure 2 would be expended between July 1 and December 31. All numbers are shown in 2020 dollars.

The Allenstown School District encompasses the Allenstown Elementary School and the Armand R. Dupont Middle School. Students attending Pembroke Academy as part of the AREA agreement pay tuition and do not directly share the costs of the AREA expenses. A project for bus service which did not meet the capital improvement criteria could still contribute to the overall local school tax rate.

A 20-year $20 million bond for both schools' renovation or the construction of a single new building will soon be proposed by the School District. With anticipated 60% offsetting revenues from the NH State School Building Aid, principal and 5% interest are projected to equal about

$633,300 annually. In **Figure 2**,the tax rate impacts range from a low of $2.14 per $1,000 in valuation in 2026/2027 to a high of $2.24 per $1,000 valuation in 2021/2022 over the six year period as the potential bond payments begin to decline. Voters at the annual April School District meeting will vote on the school budget for the ensuing year and will determine whether to move forward with these proposed expenditures.

The inclusion of the School District projects and the School Improvements Schedule into the municipal CIP is a courtesy. The Town can plan its significant capital expenditures in appropriate years to best offset local school tax impacts. The School maintains its own CIP and CIP process.

Department Facilities, Staffing and Long-Term Needs

As part of the application process, Departments which submitted a project were also requested to submit current (2020) facility information and long-term (2030) staffing and facility needs. These needs as provided by the applicants are presented in **Table 6**.

Table 6
Facilities, Staffing, and Long-Term Needs 2030

Present (2020)				Future Needs in 10 Years (2030)			
Building Square Footage	**Annual Paid Hours**	**Annual Non-Paid Hours**	**Full/ Part-Time Staff**	**Staffing Needs**	**Building Needs**	**Equipment Needs**	**Program Needs**
Fire Department							
3,546 (office space)	2,340	---	1/20	2 Full Time firefighters, 24 hour coverage, 365 days/yr	Construction of 2nd floor space	Replace Engine 3, Forestry, plow vehicle	Employee dedicated to Fire Prevention/ Inspections
Highway Department							
2,400	Varies	Varies	4/2	6 Full Time Employees	New highway garage building	None at this time	None at this time
Town Administration							
---	---	---	4/1	Additional Town Clerk	None at this time	None at this time	None at this time
Allenstown Wastewater							
700	17,200	---	8/2	---	---	---	Facility Maintenance
School District SAU #53							
---	---	---	---	Dependent on number and needs of students	---	---	---

Source: Allenstown CIP 2021-2026 Applicants

The previous **2013-2018 Capital Improvements Program** requested the same information of applicants, including future improvements in 15 years (2027). Because some of the older

responses may still be relevant and they fall within the timespan of this 2021-2026 CIP, the Department facilities, staffing, and needs from 2013 are provided in **Table 6A.**

Table 6A
2013-2018 CIP Facilities, Staffing, and Long-Term Needs 2027

2013-2018 CIP Information				Future Needs – 15 Years (2027)			
Building Square Footage	**Annual Paid Hours**	**Annual Non-Paid Hours**	**Full/ Part-Time Staff**	**Staffing Needs**	**Building Needs**	**Equipment Needs**	**Program Needs**
Library 2013 CIP							
1,080	2,228	0	0/3	Dependent on Town growth	None	Computers	Dependent on Town growth
Animal Control 2013 CIP							
196 animal shelter	780	0	0/1	No change	New facility to be constructed with highway garage project	No change	No change
Allenstown Wastewater 2013 CIP							
14,000 operations, 1,200 pump house	15,000+	0	7/1	8 full-time & 2 part-time	Headworks	Emergency backup power, grit removal, screening.	Collection system O&M
Fire Department 2013 CIP							
10,880	---	---	2/28	7 days of the week full-time staff	Combination station for Fire/Highway in north part of Town as growth continues	Replacement program for apparatus, safety equipment, SCBA	Continue fire/EMS updates
Emergency Management 2013 CIP							
N/A	---	832	9/14	---	---	Computers (laptop), software	Training/ exercise program (NHHSEM Regional Catastrophic Preparedness), hazard mitigation programs & plan update
Highway Department 2013 CIP							
2,400 garage, 1,008 office trailer	11,128	4,800	FT- 5 FT- 3 vol PT-1	Possibly no changes	New building	Loader, large trucks, one-tons	Vehicle rotation

Source: Previous 2013-2018 Allenstown CIP

4. Financial Analysis

Use of the Financial Analysis

This chapter contains a summary of recent municipal finance trends related to Allenstown's bonding capacity, annual appropriations, capital reserve balances, the town operating budget, tax rates, and the anticipated financial impact of proposed capital projects through 2026.

Bonded Indebtedness

Allenstown, like most Towns, relies on bonds for the funding of large-scale municipal projects. Bonds typically last from five to twenty years. Low-interest loans and bonds are provided by the NH Municipal Bond Bank and by private organizations. Towns are permitted to carry a certain amount of debt, as described below.

Shown in **Table 7**, the Town of Allenstown and the Allenstown School District currently have $0 in outstanding bonds or debt service. Should the two proposed capital projects within this 2021-2026 CIP be funded via bond, both the Town and the School will carry bond payments for critical facility and service upgrades. Using 5% estimated interest, the Town could begin paying $44,550 in principal and interest (P&I) in 2023, and the school could begin paying $633,600 in P&I beginning in 2020/2021 if 60% in NH School Building Aid became available.

Table 7
Existing and Proposed Bond Payment Schedules, 2021-2026

Town Bonds	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Total**
NEW Recycling and Solid Waste Program Equipment 2023-2032 ($350k)			$44,550	$44,550	$44,550	$44,550	$178,200
Total Town Bond Payments			**$44,550**	**$44,550**	**$44,550**	**$44,550**	**$178,200**
School Bonds (Allenstown's 60% Share)	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**	**Total**
NEW School Building(s) Renovation or New Construction 2021-2040 ($20m)	$633,600	$633,600	$633,600	$633,600	$633,600	$633,600	$3,801,600
Total School Bond Payments	**$633,600**	**$633,600**	**$633,600**	**$633,600**	**$633,600**	**$633,600**	**$3,801,600**
Total Bond Payments 2021-2026	**$633,600**	**$633,600**	**$678,150**	**$678,150**	**$678,150**	**$678,150**	**$3,979,800**

Source: Allenstown CIP 2021-2026 Applicants

Within this 2021-2026 CIP, the Town may seek to obtain a 10-year bond for $350,000 ($445,550 with P&I) to purchase a recycling and solid waste packing truck over the period 2023-2032, which the voters would need to approve in March 2022 at the Town Annual Voting Session.

The School District may seek a $20m bond for its school buildings renovation or a new combined school building project beginning in 2020/21 and paying through 2039/40, with voter approval at the annual School District meeting in March 2021. This will create new P&I bond debt of about $633,600 during the 2021-2026 CIP term, which will increase once interest is included.

The Municipal Finance Act (RSA 33:4a and 4b) establishes the limit of bonded indebtedness a municipality can incur for municipal expenses (3.0% of the equalized valuation) and for school improvements (7.0% of the equalized valuation). Water projects, the portion of sewer projects financed by users, and tax anticipation notes are excluded from the calculation of indebtedness. Towns participating in a cooperative school district can incur bonded indebtedness up to 10% of its equalized valuation. Based on State law, the bonding capacity and amount available for the Town of Allenstown is as follows:

Water projects, the portion of sewer projects financed by users, and tax anticipation notes are excluded from the calculation of indebtedness. The Town does not have any anticipation notes. The bonding capacity and amount available for the Town of Allenstown is displayed in **Table 8**:

Table 8
Bonded Indebtedness, 2018

Base Valuation For Debt Limits, 2018	**$311,574,676**		
	Maximum Bonding Capacity	**Existing Debt**	**Available Bonding Capacity**
Town (3%)	$9,347,240	$0	**$9,347,240**
Local School (7%)	$21,810,227	$0	**$21,810,227**

Sources: NH DRA 2018 Base Valuation for Debt Limits;

With a current bonded indebtedness of $0, the available current bonding capacity of the Town is over $9.3 million. The Town's potential capital improvement project of $350,000 to be bonded falls well under this amount. When Allenstown Wastewater or Pembroke Water Works have capital projects, the portions of sewer projects financed by users (through User Fees) do not impact the availability bonding capacity.

Since the School District has no debt, it could currently borrow up nearly $21.8 million before reaching its available bonding capacity. This sufficient for the potential bonds totaling approximately $20m for the school renovation or construction capital project.

Annual Assessments

In order to create a CIP which is feasible, and because the CIP will have financial impact on the community, it is important to understand financial trends within Allenstown.

Allenstown has relied upon a variety of revenue sources to finance municipal operations. Such sources include fees, licenses, trusts (including capital reserve funds), interest on accounts, intergovernmental transfers (grants), and property taxes. The NH Department of Revenue Association (NH DRA) allows a 0.5% deviation in the calculated assessments due to rounding differences. War service credits (Veterans' Exemptions) are not an assessment and are subtracted directly from the tax bills, so they are not included. Tax rates are provided to most communities in November of each year so December tax bills can be mailed.

Table 9
Annual Assessments, 2013-2018

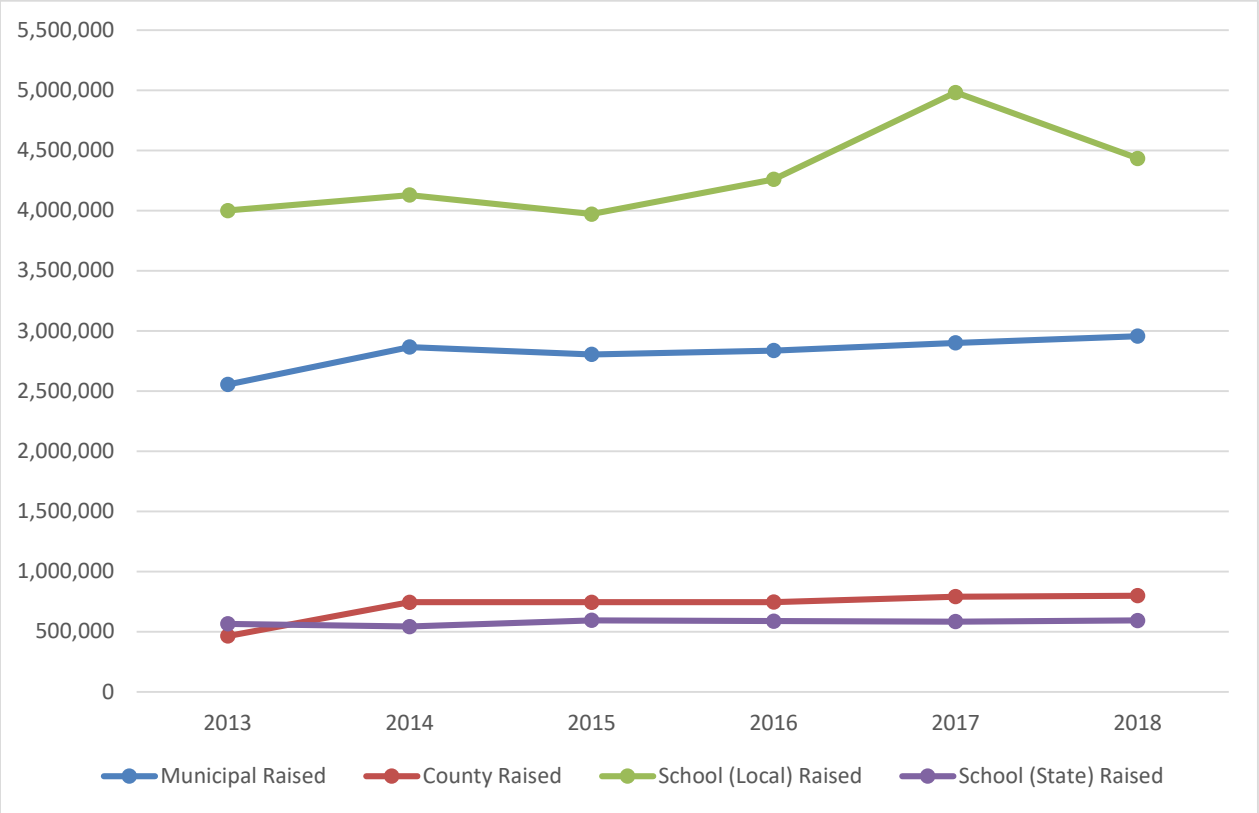
Assessments & Tax Rates	2013	2014	2015	2016	2017	2018
Net Property Valuation	**$246,917,483**	**$245,729,936**	**$247,798,144**	**$249,523,983**	**$288,823,373**	**$291,898,771**
Municipal Rate	10.35	11.66	11.31	11.36	10.04	10.12
Tax effort	$2,554,555	$2,866,016	$2,804,433	$2,836,204	$2,900,280	$2,956,085
County Rate	2.62	3.03	3.01	2.99	2.74	2.74
Tax effort	$464,823	$744,843	$745,375	$745,853	$790,950	$799,529
School Rate (local)	16.20	16.81	16.03	17.07	17.25	15.19
Tax effort	$4,000,454	$4,129,642	$3,971,231	$4,259,156	$4,981,077	$4,433,339
School Rate (state)	2.36	2.28	2.48	2.44	2.08	2.10
Tax effort	$565,133	$542,535	$594,195	$588,012	$584,288	$593,446
Total Tax Rate	**31.53**	**33.78**	**32.83**	**33.86**	**32.11**	**30.15**
Total Assessed	$7,766,965	$8,154,536	$8,115,234	$8,429,225	$9,256,595	$8,782,399
War Service Credits	($131,500)	($128,500)	($122,500)	($115,000)	($116,500)	($111,000)
Total Property Tax Commitment	**$7,635,465**	**$8,154,536**	**$7,992,734**	**$8,314,225**	**$9,140,095**	**$8,671,399**

Source: NH DRA Property Tax Rates & Related Data; Allenstown Annual Town and School Reports

Table 9 illustrates the annual assessments and tax rate for the past six years, which includes 2013 through 2018. Over the years shown, net valuations have had an overall trend of increase, with the exception of 2014 where a decrease was experienced. The Town was reassessed in 2017 to change the net valuation to a new baseline of $288,823,373, increasing from the 2016 valuation of $249,523,983.

Also shown in **Table 9**, the breakdown of rates has varied over the six years, with the most notable changes reflecting the reassessment that occurred in 2017. After the reassessment occurred, the lowest municipal and school (state) rates occurred in 2017 with $10.04 and $2.08, while the school (local) rate was lower the following year in 2018 with $15.19. Prior to the reassessment, these rates also fluctuated annually with experienced increases and decreases. The total tax rate has remained relatively steady over the six year period, with the lowest rate occurring most recently in 2018 with $30.15. The highest rate occurred in 2016, with $33.86.

Figure 3
Taxes Raised for Commitments



Source: ***Table 9***

Figure 3 illustrates the tax commitment for each of the tax rates as presented in **Table 9**. It can be seen that the amount raised by taxes has remained relatively steady over the six years, with the most notable variations occurring in 2013 for the school (local), county and municipal rate and in 2017 for the school (local) rate.

Capital Reserve Funds

Capital Reserve Funds (CRFs) are an excellent tool to help keep the municipal property taxes stable. They offer a mechanism for a municipality to save for anticipated future projects or purchases instead of taking a direct tax hit in any one given year. Money set aside in CRFs also collects interest. Allenstown could use their multitude of CRFs more effectively by placing funds in the more regularly used accounts on a yearly basis.

Often yearly, the voters allocate funds into the Town's Capital Reserve Funds (CRFs) or Expendable Trust Funds (ETFs) dedicated for specific purchases or improvements. **Table 10** lists those fund balances as of November 30, 2019. There are approximately 30 Capital Reserve Funds in Allenstown, most of which have balances available. A choice was made to include only those funds which are related to the capital expenditures contained within this CIP or which are anticipated to have additional monies added into the CRFs between 2021 and 2026 according to the 2018 Town Report warrant article activity.

Table 10
Capital Reserve/Expendable Trust Funds and Balances

Fund Name	Balance as of 11-30-19
Highway Department Equipment CRF	$65,435
NEW Highway Reconstruction CRF *NEW*	$0
Highway Garage CRF	$197,642
Public Safety Facilities CRF	$32,488
Fire Safety Equipment CRF	$144,174
Town Building/Maintenance CRF	$29,953
Streetlight CRF	$20,240
Assessing Revaluation CRF	$17,949
Library CRF	$21,679
Landfill CRF	$15,017
Economic Development CRF	$2,196
Parks and Recreation Projects CRF	$20,146

Source: Town of Allenstown, 2018 Town Report

Voters also allocate funds into the School District's Capital Reserve or Expendable Trust funds dedicated for specific purchases or improvements to Allenstown schools. **Table 11** below lists those balances as of December 31, 2019. Although neither of the funds are related to the capital expenditures contained within this CIP, the two most relevant funds were included in **Figure 2** and **Table 11**.

Table 11
School District Capital Reserve Funds and Balances

Fund Name	Balance as of 12-31-19
Technology Replacement Expendable Trust Fund	$20,302
School Building Maintenance Expendable Trust Fund	$41,090

Source: Allenstown School District

By creating CRFs for many of the projects proposed in this CIP or by increasing the deposits into the CRFs via warrant articles at future annual Town Voting Session, the proposed expenditures in this CIP should be more evenly distributed in the following years. In addition, grant funds might be pursued to help offset the burden to taxpayers for some of the projects or purchases that are proposed.

Tax Rate Trends and Comparisons

The full value tax rates included in the table below are derived by the NH Department of Revenue Administration (NH DRA). The NH DRA develops the full value tax rate as a way to compare tax rates among New Hampshire communities. To determine the full value tax rate, the NH DRA compares each municipality's tax rate with its net valuation.

Table 12
Allenstown Tax Rates and Trends, 2013-2018

Allenstown Taxes	2013	2014	2015	2016	2017	2018
Tax Rate	$31.53	$33.78	$32.83	$33.86	$32.11	$30.15
Full Value Tax Rate	$31.13	$32.37	$30.75	$30.23	$31.34	$28.15
Equalization Ratio	*98.2*	*95.8*	*93.6*	*89.1*	*97.4*	*93.0*

Sources: NH DRA Equalization Survey Including Utilities and Railroad Reports

From **Table 12**, the equalization ratio decreased from 2013 (98.2) to 2016 (89.1), the year prior to the revaluation. After the revaluation in 2017, the equalization increased to 97.4, before dropping to the most recent ration of 93.0 in 2018.

Both the local and full value tax rates have varied over the six year period, with fluctuations of increases and decreases from year to year. That being said, both of the rates have remained relatively steady, with minimal changes compared to that experienced other communities in New Hampshire.

As shown in **Table 13**, Allenstown's most recent total tax rate and full value tax rate in 2018 was higher than all abutting communities. This can be contributed to the Town's municipal rate, which is significantly higher than all the abutting communities, with $10.12. The lowest municipal rate of the communities was Deerfield with $3.67.

Table 13
Abutting Community 2018 Tax Rate Comparison

2018 Population Estimates		Municipal Rate	County Rate	School (state) rate	School (local) rate	Total Tax Rate	Equalization Ratio	Full Value Rate
Allenstown	4,367	$10.12	$3.73	$2.10	$15.19	$30.15	93.0	$28.15
Bow	7,890	$8.09	$2.96	$2.17	$14.56	$27.78	87.9	$26.08
Candia	3,956	$4.61	$1.16	$2.59	$15.72	$24.08	75.7	$18.07
Deerfield	4,624	$3.67	$1.01	$2.23	$16.16	$23.07	85.1	$20.69
Epsom	4,788	$4.15	$2.91	$2.21	$16.70	$25.97	85.3	$22.20
Hooksett	14,668	$5.80	$2.84	$2.18	$11.30	$22.12	95.4	$21.30
Pembroke	7,118	$6.75	$2.80	$2.23	$14.46	$26.24	90.2	$24.03

Sources: NH DRA Municipal Services Tax Rates; Equalization Survey Including Utilities and Railroad;, NH OSI Population Estimated

The projects that Allenstown has identified within this CIP will increase the municipal tax rate. However, many of these projects would have occurred regardless of the existence of a Capital Improvements Program and now the Town can plan ahead with upcoming anticipated capital expenditures by having them all appear in one location. Although higher taxes are often difficult to defend to taxpayers, increases may be easier to justify if they improve the quality of life, improve safety or correct deficiencies.

Anticipated Financial Impacts of Projects

It is important to note that the CIP and its projected financial impacts are first and foremost advisory and hold no legal commitment for the Town to undertake such expenditures. This CIP document serves as a planning tool to help stabilize the tax rate while ensuring essential services are provided, as each Department's needs over the next few years are listed to keep the Town running safely. The CIP identifies when (and at what cost) the municipal tax impacts may come into effect as a result of necessary Department future capital expenditures.

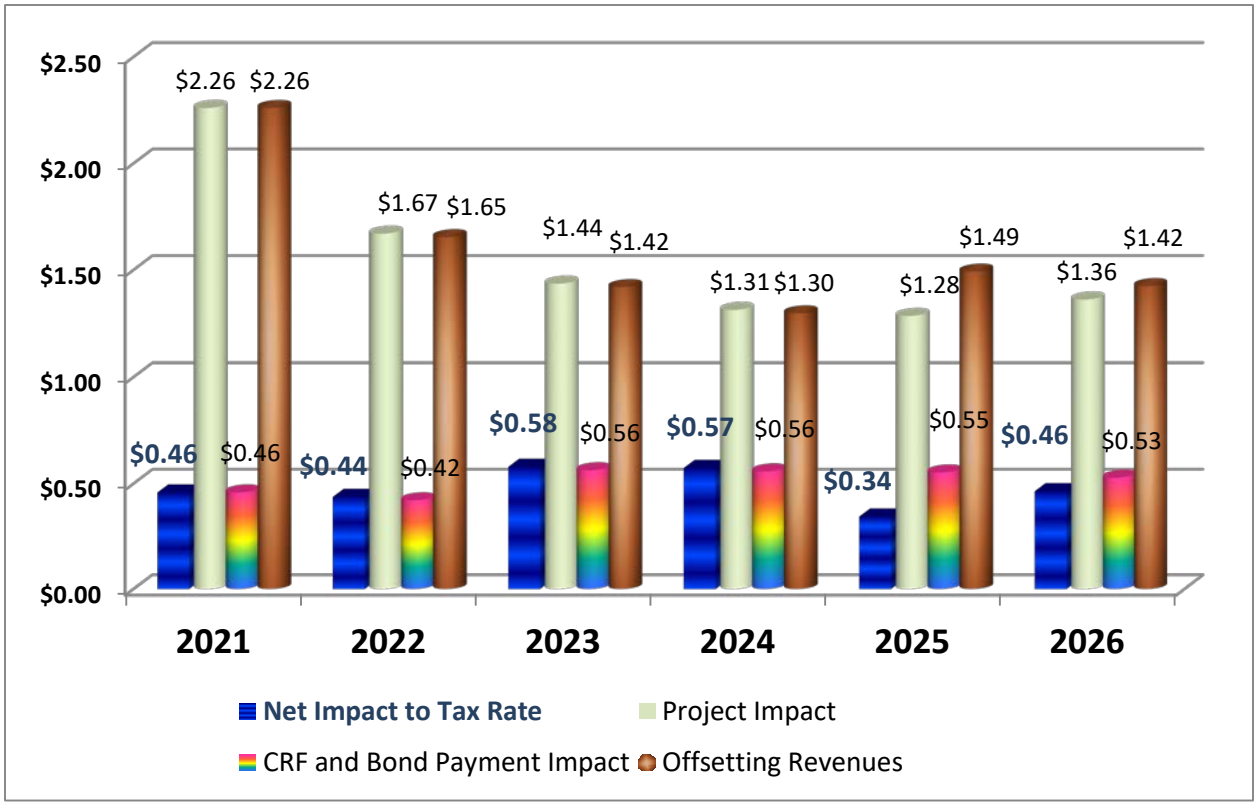
The projects that Allenstown has identified within this CIP will increase the municipal tax rate and the local school rate. However, many of these projects would have occurred regardless of the existence of a CIP and now the Town can effectively plan ahead with upcoming anticipated capital expenditures. Although higher taxes are often difficult to sell to residents, increases may be easier to justify if they improve the quality of life, improve safety, or correct deficiencies.

The anticipated financial impact of the capital projects, as displayed in **Figures 1-2** and **Figures 4-5**, assumes every one of the projects or purchases scheduled within a particular year will be funded in order to plan for the highest possible tax impact from these expenditures. The capital project impact to the tax rate is not simply "added to" the designated municipal tax rate. *The tax rates would have contained capital projects which would have occurred anyway with or without a CIP developed or even without a Department's participation in the CIP process.* The financial impact of the projects is a six-year prediction if all of the planned capital projects will be expended through 2026. By planning for these projects now, the Town will be working to ultimately keep the municipal tax rate stable over the coming years.

Calculating the growth of net valuations between 2014 through 2019 yielded a 0.94% average increase. Beginning with the 2019 net valuation baseline of $295,309,596, this 0.94% increase was applied yearly from 2020 through 2026 to estimate future net valuations.

Using this methodology, **Figure 4 Capital Project Impact on Municipal Tax Rate** and **Figure 5 Capital Project Impact on Local School Tax Rate** provide a visual representation of the overall annual CIP dollars per every $1,000 of valuation.

Figure 4
Capital Project Impact on Municipal Tax Rate

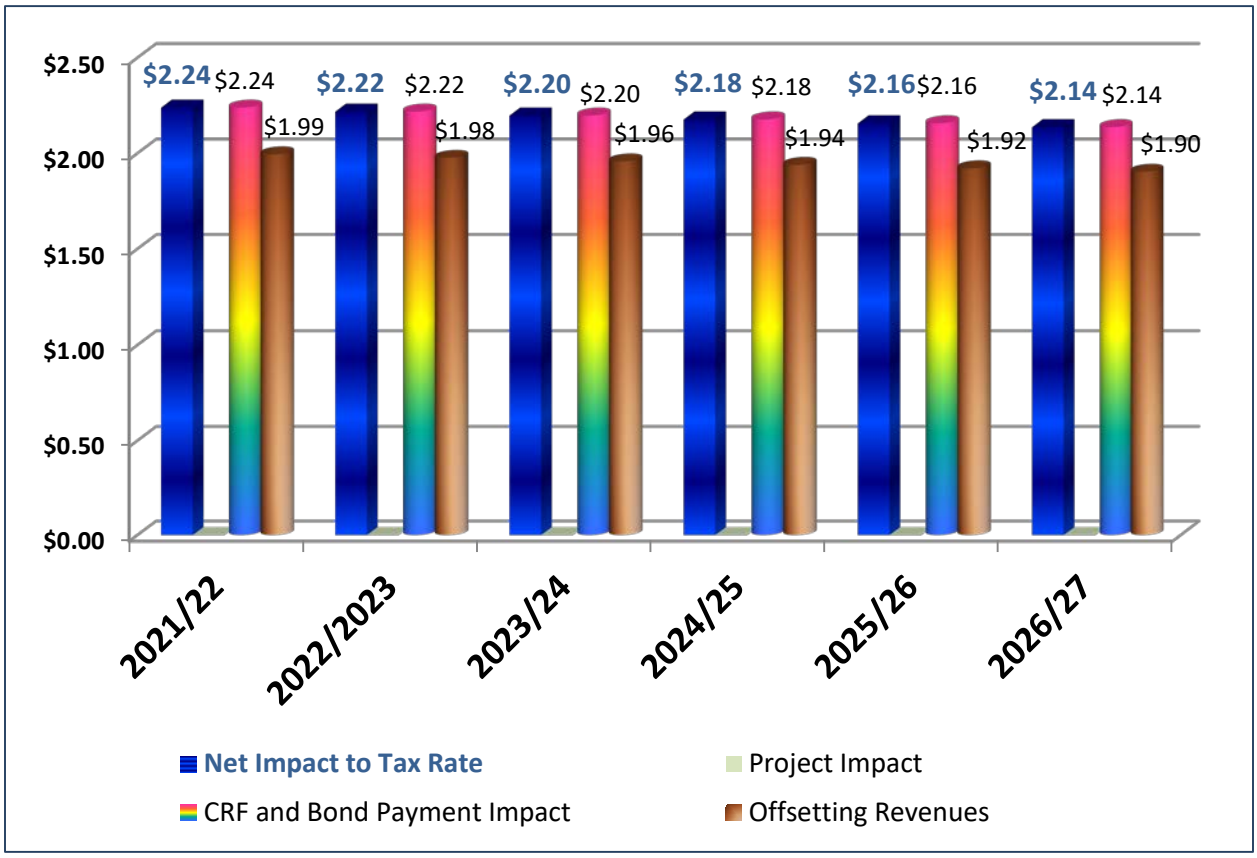


Source: Figure 1 Municipal Improvements Schedule

Figure 4 Capital Project Impact on Municipal Tax Rate was excerpted from **Figure 1 Municipal Improvements Schedule** depicted earlier in the document. Twelve (12) municipal projects were considered in this CIP and are reflected in **Figure 4**. Between 2021 and 2026, the range of tax rate impacts falls between the low of $0.34 per $1,000 in valuation in 2025 to the high of $0.58 per $1,000 in 2023. The first year of the CIP, 2021, should anticipate $0.46 per $1,000 valuation impact to the tax rate. Offsetting revenues to proposed capital expenditures dramatically reduce the overall net impact. Details are found on the fold-out **Figure 1 Municipal Improvements Schedule**.

To obtain funding at Annual March Town Voting Sessions, Department heads and Board Chairs should raise public awareness and promote a positive message for the necessity of their projects during the period January 1 through the Town Voting Session in March.

Figure 5
Capital Project Impact on Local School Tax Rate



Source: Figure 2 School District Improvements Schedule

Figure 5 Capital Project Impact on School Tax Rate was excerpted from **Figure 2 School District Improvements Schedule** as referenced earlier in the document. Two (2) projects were provided by the School District for Allenstown Elementary School and Armand R. Dupont Middle School, but only one (1) project fit the capital expenditure criteria and was included in the Town's CIP.

With a new bonded project, the local school tax rate impacts range from a low of $2.14 per $1,000 in valuation in 2026/2027 to a high of $2.24 per $1,000 valuation in 2021/2022 over the six year period, as the bond payments begin to decline. Allenstown's portion of the bond payment for school improvements is projected to be 60%, utilizing the NH Department of Education Building Aid, which is reflected here.

A similar public awareness strategy should be undertaken for School projects to ensure the funds are raised for the capital projects at the Annual School District Meetings.

6. Road Network Overview

The road network overview within a Capital Improvements Program assists municipalities with managing the current and future road improvements which will be required to maintain safety. Towns are responsible for maintaining Class V roads, but not Class VI roads, and receive Highway Block Grant State Aid to assist with road maintenance. Private and State roads are documented. Highway expenditures and proportions of the entire Town budget are examined. Road construction and maintenance are a significant expense, and few roads can be maintained in a given year based upon the miles of road the Town is responsible for. Roads are typically improved on an as-needed basis due to the lack of funding available to bring the roads up to a completely maintained status.

The Central NH Regional Planning Commission is developing a Road Surface Management System (RSMS) inventory of the Town's Class V (maintained) roads. This CIP contains an overview and explanation of the findings to date. The entire RSMS report is a work in progress.

Town Roads - Class V Maintained

Allenstown, like other New Hampshire municipalities, has municipal roads which are the responsibility of the Town to build and maintain. These Class V Town roads are listed in **Table 14**, and include the calculated length, surface type, and roadway width as depicted in the NH Department of Transportation road network geodatabase. The Town is responsible for maintaining nearly 22 miles of municipal roads.

Table 14
Class V Local Maintained Roads

NHDOT Town Class V Maintained Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
Albin Avenue	1,362.24	0.26	Paved	16-18
Als Avenue	1,985.28	0.38	Paved	18
Bailey Avenue	681.12	0.13	Unpaved/ Paved	12/ 24
Bartlett Street	1,103.52	0.21	Paved	20
Birchwood Drive	2,925.12	0.55	Paved	22
Campbell Street	660.00	0.13	Paved	16
Canal Street	2,053.92	0.39	Unpaved/ Paved	20/ 24
Cedar Circle	607.20	0.12	Paved	22
Chester Tpke	4,144.80	0.79	Paved	14/ 20
Chestnut Drive	7,186.08	1.36	Paved	22
Clearview Drive	2,587.20	0.49	Paved	22
Court Street	369.60	0.07	Paved	18
Cross Street	1,568.16	0.30	Paved	18

NHDOT Town Class V Maintained Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
Deerfield Road *Minor Collector*	8,791.20	1.67	Paved	18/ 20
Diane Avenue	285.12	0.05	Paved	18
Dodge Road	3,072.96	0.58	Paved	12
Dowst Road	2,096.16	0.40	Paved	20
E Webster Street	348.48	0.07	Paved	12
Elm Street	332.64	0.06	Paved	16
Ferry Street	2,655.84	0.50	Unpaved/ Paved	12/ 24
Gilbert Road	1,990.56	0.38	Paved	14
Granite Street *Major Collector*	9,092.16	1.72	Paved	18/ 20
Hamel Avenue	559.68	0.11	Paved	20
Harness Horse Road	279.84	0.05	Paved	20
Heritage Drive	512.16	0.10	Paved	30
High Ridge Trail	459.36	0.09	Paved	24
Highfield Drive	976.80	0.19	Paved	22
Highland Street	337.92	0.06	Paved	16
Houle Avenue	411.84	0.08	Paved	12
Howe Street	807.84	0.15	Paved	24
Jilleric Road*	327.36	0.06	Unpaved	22
Kenwood Drive	665.28	0.13	Paved	20
Kimberly Lane	438.24	0.08	Paved	24
Lafayette Street	586.08	0.11	Paved	16
Lavoie Drive	607.20	0.12	Paved	24
Letendre Avenue	1,161.60	0.22	Paved	14
Library Street	1,631.52	0.31	Paved	18
Lincoln Street	612.48	0.12	Paved	18
Lubern Avenue	760.32	0.14	Paved	24
Martinson Lane	1,198.56	0.23	Paved	20
Meadow Lane	776.16	0.15	Paved	24
Mount Delight Road	3,664.32	0.69	Paved	18/ 20
New Rye Road	4,815.36	0.91	Paved	20
Notre Dame Avenue	1,953.60	0.37	Paved	20
Oak Street	559.68	0.11	Paved	16
Park Street	976.80	0.19	Paved	24
Pine Acres Road	1,584.00	0.30	Paved	18
Pinewood Road *Principal Arterial*	380.16	0.07	Paved	28
Podunk Road	733.92	0.14	Paved	18
Ray Court	327.36	0.06	Paved	20
Reserve Street	554.40	0.11	Paved	18
Reynolds Avenue	723.36	0.14	Paved	18/ 20/ 22
Ridge Road	850.08	0.16	Paved	18
River Road	13,437.60	2.55	Paved	18
Sargent Street	913.44	0.17	Paved	14
School Street	232.32	0.04	Paved	22
Spring Street	316.80	0.06	Paved	20

NHDOT Town Class V Maintained Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
Summers Avenue	1,114.08	0.21	Paved	20
Sunnyside Street	617.76	0.12	Paved	18
Sunset Avenue	591.36	0.11	Paved	18
Theodore Avenue	564.96	0.11	Paved	20
Townhouse Road	1,251.36	0.24	Paved	30
Turnpike Street	1,837.44	0.35	Paved	20
Valley Street	855.36	0.16	Paved	20
Verville Road	290.40	0.06	Paved	18
Wall Street	491.04	0.09	Paved	18
Webster Street	818.40	0.16	Paved	22
West Street	512.16	0.10	Paved	12
Whitten Street	792.00	0.15	Paved	20
Willow Street	559.68	0.11	Paved	24
Wing Road	3,453.12	0.65	Paved	12
Woodridge Drive	1,188.00	0.23	Paved	22
TOTALS	**115,969.92**	**21.964**		
	feet	*miles*		

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2019
**Jilleric Road was listed as Paved in these NHDOT records*

Improvements to many of these Class V Town maintained roads are planned by the Highway Department. Individual roads did not fulfill criteria for a CIP application, yet the costs for maintaining the Town's roads are necessary and high to the taxpayer. The costs for road maintenance during the CIP period 2021-2026 are approximately $970,000 and are displayed in **Table 15**.

Table 15
Class V Road Improvements 2021-2026

		Estimated Cost of Improvements by Year						
Class V Roads	**Improvements to Be Performed**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**Totals for Road**
Albin Avenue	Paving	$50,000						$50,000
Bartlett Street	Paving		$60,000	$20,000				$80,000
Bartlett Street	Sidewalk		$35,000					$35,000
Chester Turnpike	Improvements						$80,000	$80,000
Deerfield Road	Paving Phase III		$50,000					$50,000
Deerfield Road	Paving Phase IV			$40,000				$40,000
Dowst Road	Improvements				$60,000			$60,000
Elm Street	Paving	$35,000						$35,000
Elm Street	Sidewalk	$20,000						$20,000
Letendre Ave	Improvements				$70,000	$40,000		$110,000
Pine Acres Road	Paving			$60,000				$60,000
Reserve Street	Paving					$60,000		$60,000
Reserve Street	Sidewalk					$30,000		$30,000
River Road	Improvements	$25,000						$25,000
Theodore Avenue	Paving	$15,000						$15,000
Valley Street	Paving						$80,000	$80,000
Valley Street	Sidewalk						$30,000	$30,000
West Street	Improvements			$40,000				$40,000
Willow Street	Paving			$40,000				$40,000
	TOTAL COSTS	**$145,000**	**$145,000**	**$200,000**	**$130,000**	**$160,000**	**$190,000**	**$970,000**

Source: Allenstown Highway Department Foreman, Jan 2020

The Town has at least 72 Town-maintained roads (or road sections) which the Highway Department must patch, crack seal, repave, grade, stripe, reconstruct, plow, sand/salt, repair or construct sidewalks and drainage systems or otherwise maintain to keep the roads in a safe, drivable condition. Some of the roads are more heavily traveled than others. Within the 2021-2016 CIP timeframe, 15 of these 72 roads are anticipated to be improved for residents. Yearly, the Department must prioritize which roads should be maintained using its annual budget, as displayed later in this chapter in **Table 21**.

Road Surface Management System (RSMS) for Town Roads

In 2019 Central NH Regional Planning Commission conducted a Road Inventory and Condition Assessment on the paved road network in the Town of Allenstown. This was completed in partnership with the NH Department of Transportation and UNH Technology Transfer Center as part of the Statewide Asset Data Exchange System (SADES). The road inventory and assessments were entered into the SADES Road Surface Management System (SRSMS) software for analysis, prioritization, and generation of repair strategies.

In 2020, CNHRPC and Allenstown will complete a Road Management Plan using a variety of repair strategies which will result in a detailed long term work plan and budget. The plan will be based on the data collected in 2019 which can be viewed in **Table 16.** This data, when fully collected and analyzed, will be available to the Town to update and utilize for future road maintenance decisions.

Information which would be valuable to a Road Management Plan includes approximate length of the road, surface type, condition, and improvements to be made. All detail is not currently available for Allenstown and would need to be manually collected by the Highway Department and the CNHRPC, a time- consuming endeavor, before it could be inserted into the CIP. In this case, sections of Town roads were reviewed by fieldwork and identified separately for calculations. This is why some roads appear more than once in **Table 16**.

Roads were segmented automatically in the SRSMS program into roughly quarter mile segments and augmented slightly by the Town to better reflect maintenance sections. CNHRPC and the Town reviewed each segment and characterized its local ***Importance*** and ***Traffic Volumes*** using a 5 point scale for each segment. Road surface condition values were calculated from field observations of 7 different pavement distresses which resulted in a ***Pavement Condition Index (PCI)*** score. The ***Road Maintenance Priority (RMP)*** score was calculated by using weighted ***Importance***, **Traffic** and ***PCI*** values where ***Importance*** = 40%, ***Traffic*** = 35% and ***PCI*** = 25% of the total **RMP** score. The priority scores will be the main element taken into consideration when developing the SRSMS Road Management Plan, with other factors to be used as well such as budget constraints, repair options and deterioration of road surfaces.

Because the RSMS data in **Table 16** was recently collected, the Class V road information such as ***Surface Width*** and ***Section Length*** should be considered more accurate than the NH DOT data utilized to populate the Class V roads information displayed in **Table 14**.

Color key- Table 16

Priority Class V roads

Table 16
RSMS Summary for Class V Roads

Town Class V Road Inventoried for RSMS	Section #	Surface Width (Feet)	Section Length (Feet)	Importance	Traffic Volume	Pavement Condition Index (PCI)	Road Maintenance Priority (RMP)
Albin Ave	**1**	21	1,133.00	1.00	1	47	**28.25**
Als Ave	**1**	24	1,569.00	2.00	3	79	**42.25**
Als Ave	**2**	20	419.00	1.00	1	73	**21.75**
Bailey Ave	**1**	24	680.00	1.00	2	86	**25.50**
Bartlett St	**1**	28	1,103.00	2.00	1	26	**41.50**
Birchwood Dr	**1**	22	1,320.00	2.00	2	95	**31.25**
Birchwood Dr	**2**	22	1,607.00	2.00	2	100	**30.00**
Campbell St	**1**	21	715.00	1.00	1	60	**25.00**
Canal St	**2**	24	2,054.00	4.00	3	63	**62.25**
Canal St	**2**	24	2,054.00	4.00	3	46	**66.50**
Cedar Cir	**1**	21	608.00	1.00	1	100	**15.00**
Chester Turnpike	**1**	22	1,258.00	4.00	5	51	**79.25**
Chester Turnpike	**2**	22	2,105.00	3.00	4	54	**63.50**
Chestnut Dr	**1**	22	3,302.00	1.00	1	88	**18.00**
Chestnut Dr	**2**	22	3,881.00	1.00	1	86	**18.50**
Clearview Dr	**1**	24	1,320.00	1.00	1	61	**24.75**
Clearview Dr	**2**	24	1,266.00	1.00	1	100	**15.00**
Court St	**1**	21	372.00	1.00	1	95	**16.25**
Cross St	**1**	26	1,570.00	2.00	3	90	**39.50**
Deerfield Rd	**1**	22	2,988.00	4.00	5	81	**71.75**
Deerfield Rd	**2**	22	1,684.00	4.00	5	60	**77.00**
Deerfield Rd	**3**	22	2,459.00	4.00	5	90	**69.50**
Deerfield Rd	**4**	22	1,271.00	4.00	5	52	**79.00**
Diane Ave	**1**	20	285.00	1.00	1	47	**28.25**
Dowst Rd	**1**	20	2,105.00	1.00	1	59	**25.25**
E Webster St	**1**	18	376.00	1.00	1	24	**34.00**
Elm St	**1**	21	331.00	1.00	1	78	**20.50**
Ferry St	**1**	22	1,321.00	4.00	3	100	**53.00**
Ferry St	**2**	22	846.00	4.00	3	100	**53.00**
Gilbert Rd	**1**	19	1,321.00	1.00	1	95	**16.25**
Granite St	**1**	24	1,322.00	5.00	4	66	**76.50**
Granite St	**2**	24	1,318.00	5.00	4	66	**76.50**
Granite St	**3**	24	1,034.00	5.00	4	68	**76.00**
Granite St	**4**	32	921.00	5.00	5	68	**83.00**
Granite St	**5**	22	3,040.00	5.00	5	66	**83.50**
Granite St	**6**	22	1,464.00	5.00	5	43	**89.25**
Hamel Ave	**1**	22	562.00	1.00	2	88	**25.00**
Harness Horse Rd	**1**	22	278.00	3.00	3	60	**55.00**
Heritage Dr	**1**	22	514.00	1.00	2	63	**31.25**
High Ridge Trl	**1**	24	459.00	2.00	1	69	**30.75**
Highfield Dr	**1**	22	979.00	2.00	2	95	**31.25**
Highland St	**1**	21	339.00	1.00	2	60	**32.00**
Houle Ave	**1**	18	414.00	1.00	1	29	**32.75**
Howe St	**1**	24	808.00	1.00	1	86	**18.50**

Town Class V Road Inventoried for RSMS	Section #	Surface Width (Feet)	Section Length (Feet)	Importance	Traffic Volume	Pavement Condition Index (PCI)	Road Maintenance Priority (RMP)
Kenwood Dr	**1**	20	667.00	1.00	1	95	**16.25**
Kimberly Ln	**1**	25	436.00	1.00	1	60	**25.00**
Lafayette St	**1**	22	585.00	1.00	2	100	**22.00**
Lavoie Dr	**1**		609.00	1.00	1	74	**21.50**
Letendre Ave	**1**	24	1,163.00	2.00	3	57	**47.75**
Library St	**1**	18	1,636.00	2.00	1	21	**42.75**
Lincoln St	**1**	21	610.00	1.00	1	82	**19.50**
Lubern Ave	**1**	24	759.00	1.00	2	84	**26.00**
Martinson Ln	**1**	22	1,196.00	1.00	1	95	**16.25**
Meadow Ln	**1**	22	777.00	1.00	1	37	**30.75**
Mount Delight Rd	**1**	21	2,312.00	3.00	3	100	**45.00**
Mount Delight Rd	**3**	21	1,353.00	3.00	3	100	**45.00**
New Rye Rd	**1**	21	3,065.00	3.00	4	70	**59.50**
New Rye Rd	**2**	21	1,762.00	3.00	4	65	**60.75**
Notre Dame Ave	**1**	24	1,955.00	3.00	3	70	**52.50**
Oak St	**1**	21	557.00	1.00	2	90	**24.50**
Park St	**1**	24	975.00	1.00	2	86	**25.50**
Pine Acres Rd	**1**	21	1,584.00	1.00	2	60	**32.00**
Podunk Rd	**1**	19	736.00	2.00	2	56	**41.00**
Ray Ct	**1**	20	330.00	1.00	1	34	**31.50**
Reserve St	**1**	21	556.00	2.00	2	46	**43.50**
Reynolds Ave	**1**	20	723.00	3.00	2	100	**38.00**
Ridge Rd	**1**	22	852.00	1.00	1	53	**26.75**
River Rd	**1**	24	1,006.00	4.00	4	80	**65.00**
River Rd	**2**	21	3,675.00	5.00	5	90	**77.50**
River Rd	**3**	24	2,829.00	3.00	4	73	**58.75**
River Rd	**4**	24	2,428.00	3.00	4	51	**64.25**
River Rd	**5**	21	3,498.00	3.00	3	39	**60.25**
Sargent St	**1**	18	914.00	1.00	1	62	**24.50**
School St	**1**	20	230.00	4.00	4	85	**63.75**
Spring St	**1**	22	318.00	1.00	1	83	**19.25**
Summers Ave	**1**	21	1,114.00	1.00	1	100	**15.00**
Sunnyside St	**1**	22	620.00	1.00	1	73	**21.75**
Sunset Ave	**1**	22	594.00	1.00	1	84	**19.00**
Theodore Ave	**1**	20	564.00	2.00	2	38	**45.50**
Townhouse Rd	**1**	32	1,252.00	1.00	2	50	**34.50**
Turnpike St	**1**	23	1,819.00	4.00	5	95	**68.25**
Turnpike St	**1**	23	1,819.00	4.00	5	60	**77.00**
Valley St	**1**	21	856.00	4.00	3	57	**63.75**
Verville Rd	**1**	22	289.00	1.00	1	66	**23.50**
Wall St	**1**	21	490.00	1.00	1	43	**29.25**
Webster St	**1**	28	819.00	1.00	2	100	**22.00**
West St	**1**	18	513.00	1.00	1	69	**22.75**
Whitten St	**1**	22	791.00	1.00	3	100	**29.00**
Willow St	**1**	21	559.00	1.00	2	38	**37.50**
Wing Rd	**1**	16	3,474.00	1.00	1	21	**34.75**

Town Class V Road Inventoried for RSMS	Section #	Surface Width (Feet)	Section Length (Feet)	Importance	Traffic Volume	Pavement Condition Index (PCI)	Road Maintenance Priority (RMP)
Woodridge Dr	**1**	21	1,189.00	2.00	2	72	**37.00**
TOTALS			**113,633.0**	**21.52**			
			feet	*miles*			

Source: Central NH Regional Planning Commission 2019-2020, Allenstown Highway Department Foreman, Jan 2020

A series of maps is available from the Highway Department and CNHRPC that illustrates Allenstown's road network in accordance with **Table 16** data. The roads with the highest ***Road Maintenance Priority*** scores include Canal Street, Chester Turnpike, Deerfield Road, Granite Street, New Rye Road, River Road, School Street, Turnpike Street, and Valley Street.

Town Roads - Class VI Unmaintained

Although Allenstown does not maintain Town Class VI roads, these roads are municipally owned. By vote of the Town, the Town may decide in the future to maintain these roads, resulting in their classification being upgraded to Class V. Alternatively, by Town Meeting vote these roads could be designated Discontinued or Discontinued Subject to Gates and Bars, under which categorization the Roads would become owned by abutting property owners. The existing Class VI roads in Allenstown, nearly 8 miles, are listed in **Table 17**.

Table 17
Class VI Local Unmaintained Roads

NHDOT Town Class VI Unmaintained Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
Black Hall Road	2,613.60	0.50	Unpaved	10
Bombay Road	2,587.20	0.49	Unpaved	10
Chester Turnpike	1,436.16	0.27	Unpaved	10
Dodge Road	10,633.92	2.01	Unpaved	6
Dowst Road	6,853.44	1.30	Unpaved	8
Kettle Rock Road*	4,292.64	0.81	Unpaved	8
No Name (Pauper and/or Holmesboro Roads)	2,877.60	0.55	Unpaved	8
Nute Road	3,611.52	0.68	Unpaved	6
Philbrick Road	5,184.96	0.98	Unpaved	8
Wing Road	628.32	0.12	Unpaved	8
TOTALS	**40,719.36**	**7.71**		
	feet	*miles*		

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2019
**Kettle Rock Road was listed as Class V in these NHDOT records*

Private Roads

Allenstown does not maintain private roads unless the Board of Selectmen votes to accept a private road as a Town Road after the authority had been granted to them by voters at Annual March Town Voting Session. Owners of the properties on either side of the road are responsible, often by neighborhood covenant. Private roads within Allenstown are shown in **Table 18**. With over 17 miles of private roads, the privately maintained road network is nearly the same size as the Town maintained (Class V) network.

Table 18
Private Roads

NHDOT Private Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
4h Camp Road	427.68	0.08	Unpaved	10
Adams Avenue	396.00	0.08	Paved	18
Bear Hill Pond Road	3,152.16	0.60	Unpaved	8
Bear Hill Road	300.96	0.06	Unpaved	8
Betty Lane	396.00	0.08	Paved	20
Boulder Circle	454.08	0.09	Paved	20
Bourque Road	1,557.60	0.30	Unpaved	12
Brookside Terrace	1,066.56	0.20	Paved	18
Bunny Lane	396.00	0.08	Unpaved	16
Bush Avenue	438.24	0.08	Unpaved	16
Carol Court	142.56	0.03	Paved	12
Catamount Hill Drive	2,692.80	0.51	Paved	18
CCC Circle	628.32	0.12	Paved	18
Cemetery Road	1,372.80	0.26	Paved	14
Chambers Circle	533.28	0.10	Paved	18
Cheryl Drive	1,182.72	0.22	Paved	20
City Access Road Driveway A205	1,504.80	0.29	Paved	16
Clement Road	2,983.20	0.57	Unpaved	12
Dawn Drive	417.12	0.08	Unpaved	10
Depot Road	1,251.36	0.24	Paved	18
Dinan Drive	306.24	0.06	Paved	18
Dred Circle	559.68	0.11	Paved	18
Driveway A045	401.28	0.08	Unpaved	12
Driveway A082	396.00	0.08	Paved	14
Edgewood Drive	1,584.00	0.30	Paved	18
Emile Drive	1,056.00	0.20	Paved	16
Fanny Drive	945.12	0.18	Unpaved	12
Fullam Circle	2,217.60	0.42	Paved	18
Garden Drive	607.20	0.12	Unpaved	16
Glenn Drive	374.88	0.07	Paved	20
High Ridge Trail	353.76	0.07	Unpaved	20
Hillside Drive	2,175.36	0.41	Paved	18
Jackson Avenue	343.20	0.07	Unpaved	16

NHDOT Private Road	Calculated Length (Feet)	System Miles	Surface	Roadway Width (Feet)
Jasper Drive	258.72	0.05	Unpaved	14
Jefferson Avenue	633.60	0.12	Paved	18
Lane Drive	1,573.44	0.30	Paved	20
Laurel Avenue	459.36	0.09	Paved	14
Lower Road	7,106.88	1.35	Paved	16
Madison Avenue	396.00	0.08	Unpaved	16
Marilyn Drive	1,647.36	0.31	Paved	22
Mark Drive	512.16	0.10	Paved	20
Merissa Drive	570.24	0.11	Paved	16
Monroe Avenue	2,328.48	0.44	Paved	16
Neil Drive	464.64	0.09	Paved	18
New Yorker Drive	543.84	0.10	Paved	16
No Name	8,347.68	1.58	Unpaved/ Paved	8/ 10/ 16/ 18/ 20/ 24
One Mile Trail	5,549.28	1.05	Unpaved	6
Parkwood Drive	2,170.08	0.41	Paved	24
Pine Haven Drive	2,254.56	0.43	Paved	20
Pinecrest Circle	258.72	0.05	Paved	18
Podunk Road	4,752.00	0.90	Unpaved	8
Presidential Drive	686.40	0.13	Paved	18
Professional Park Drive	538.56	0.10	Paved	24
Reagan Circle	1,124.64	0.21	Unpaved	16
Riverside Drive	3,706.56	0.70	Unpaved	16
Rodger Road	549.12	0.10	Paved	14
Roland Drive	1,837.44	0.35	Paved	18
Roy Lane	2,043.36	0.39	Unpaved	6
Stark Drive	380.16	0.07	Paved	12
Sullivan Drive	1,826.88	0.35	Paved	24
Suncook Pond Drive	924.00	0.18	Paved	24
Sunrise Lane	406.56	0.08	Paved	20
Swiftwater Drive	1,710.72	0.32	Paved	20
Washington Avenue	749.76	0.14	Paved	18
Water Street	227.04	0.04	Unpaved	20
Woodlawn Drive	2,307.36	0.44	Paved	18
Young Drive	300.96	0.06	Paved	18
TOTALS	**91,761.12**	**17.38**		
	feet	*miles*		

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2019

State Highways

State improvements to the highways in Allenstown are paid for by the NH Department of Transportation and the Federal Highway Administration. There are three classifications of state roadways, Class I and Class II (both state highways), and a special Class III which are state recreation roads. There are over 12 miles State roads in Allenstown as displayed in **Table 19**, each about 4 miles in total length.

Table 19
Class I, II and III State Maintained Roads

	Class I (State Highway)		Class II (State Highway)		Class III (State Recreation)		Surface	Roadway Width (Feet)
Road	Feet	Miles	Feet	Miles	Feet	Miles		
Allenstown Road (Pinewood Rd)/ NH 28 *Minor Arterial*	216.48	0.04					Paved	36
Allenstown Road/ US 3 *Principal Arterial*	1,848.00	0.35					Paved	38/ 66
Allenstown Road/ NH 28, US 3 *Principal Arterial*	3,273.60	0.62					Paved	62
Pinewood Road *Minor Arterial*	16,494.72	3.12					Paved	24/ 36/ 40
Deerfield Road* *Minor Collector*			15,597.12	2.95			Paved	18/ 20/ 24
Main Street *Major Collector*			4,007.52	0.76			Paved	24/ 30/ 42
School Street* *Minor Arterial*			2,766.72	0.52			Paved	22
Bear Hill Pond Road					1,251.36	0.24	Unpaved	20
Black Hall Road					2,608.32	0.49	Unpaved	16
Podunk Road					12,835.68	2.43	Unpaved/ Paved	18/ 20
Spruce Pond Road					4,752.00	0.90	Unpaved	18
TOTALS	**21,832.80**	**4.14**	**22,371.36**	**4.24**	**21,447.36**	**4.06**		
	miles	*miles*	*feet*	*miles*	*feet*	*miles*		

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2019
**Deerfield Road and School Street are State-maintained, but the Town plows these roads*

Overall Road Network Mileage in Allenstown

With the individual road classification detailed in the tables above and summarized in **Table 20**, the Town has about 60 miles of roads within its jurisdiction. However, the Town itself is responsible for road maintenance and improvements on about 22 miles, with the remaining 37 miles in state or property owner hands.

Table 20
Allenstown's Road Network Mileage

NHDOT Road Class in Allenstown	Calculated Length (Feet)	System Miles
Class I (State Primary)	21,832.80	**4.14**
Class II (State Secondary)	22,371.36	**4.24**
Class III (State Recreational)	21,447.36	**4.06**
Class V (Town Maintained)	115,969.92	**21.96**
Class VI (Town Unmaintained)	40,719.36	**7.71**
Private	91,761.12	**17.38**
TOTALS	**314,101.9**	**59.5**

Source: NH Department of Transportation Geographic Information System (GIS) Database, 2019

Town Roads Improvement Budgets

The Highway and Streets Budget figures for 2014-2019 below in **Table 21** include maintenance of streets and road improvement expenditures. In 2020, the Highway Budget represented 4.0% of the entire Town Budget which is lower than the high of 4.3% reached in 2019, 2017 and 2016.

The State Highway Block Grant Aid has provided between about 34% to 47% of the Highway and Street Budget appropriations from 2014 to 2020. The lowest funding proportion was in 2017 at 34%, but is a positive indicator, with a higher Town budget for highway maintenance.

Table 21
Highway Department Budget Comparisons, 2014-2020

Budget Appropriations	2014	2015	2016	2017	2018	2019	2020*	Average 2014-2020
Highway and Street Budget Appropriations	164,792	169,802	260,672	264,838	264,838	271,690	254,310	$235,849
Town Budget Appropriations	6,013,998	5,947,376	6,012,792	6,116,935	6,373,309	6,264,590	6,300,000	$6,147,000
Total % of Town Budget	**2.7%**	**2.9%**	**4.3%**	**4.3%**	**4.2%**	**4.3%**	**4.0%**	**3.8%**
State Highway Block Grant Aid	77,694	83,724	89,878	89,965	91,515	92,000	92,000	$88,111
Total % of Highway Budget	**47.1%**	**49.3%**	**34.5%**	**34.0%**	**34.6%**	**33.9%**	**36.2%**	**37.4%**

Source: Town Report 2014-2019 MS-737s, 2020 Draft MS-737
**2020 figures are estimates until March 2020 Town Meeting*

6. Appendix

Methods of Financing Capital Improvements

1. Current Revenue (Property Tax): The most commonly used method of financing capital projects is through the use of current revenues. Current revenue is the money raised by the local property tax for a given year. When a project is funded with current revenues, its entire cost is paid off within one year. Projects funded with current revenues are customarily lower in cost than those funded by general obligation bonds. If the town has the financial capacity to pay for the project in one year, the cost to the taxpayer will be less than if bonded because there are no interest payments to be made. However, making capital acquisitions with current revenues does have the effect of lumping an expenditure into a single year, sometimes resulting in higher taxes for the year of the purchase.

2. Municipal Indebtedness: General obligation bonds and short-term borrowing can be used to finance major capital projects. They are issued for a period of time ranging from 5 to 20 years, during which time principal and interest payments are made. Short-term notes and longer term bonds are secured by the government's power to tax, and are funded primarily by property taxes. Payments over time have the advantage of allowing the capital expenditures to be amortized over the life of the project, thus avoiding "spikes" in the property tax which may result from capital purchases made from current revenues. On the other hand, they can commit resources over a long period of time, thereby decreasing the flexibility of how yearly revenue can be utilized. NH RSA 33:3 mandates that bonds or notes may only be issued for the following purposes:

    - Acquisition of land;
    - Planning relative to public facilities;
    - Construction, reconstruction, alteration, enlargement or purchase of public buildings;
    - Public works or improvements of a lasting nature;
    - Purchase of equipment of a lasting character;
    - Payment of judgments; and,
    - Revaluation or acquisition of tax maps, RSA 33:3-b.

3. Capital Reserve Funds (CRF): A popular method to set money aside for expansion, alteration or improvement to municipal buildings and facilities, RSA 35V mandates that such accounts must be created by a warrant article at town meeting (Town Voting Session). The same warrant article should also stipulate how much money will be appropriated to open the fund as well as identify what Town entity will be the agent to expend the funds. Once established, communities typically appropriate more funds annually to replenish the fund or be saved and thus earn interest that will be put towards large projects or expenditures in the future. Since many capital projects involve very considerable expenditures, many towns set aside general revenue over a period of years in order to make a purchase.

   The advantage of a CRF is that the major acquisition or improvement can be made without the need to go into the bond market with the accompanying interest payments. The disadvantage to present taxpayers is that future residents enjoy the benefits of the improvement(s) without having to pay for them.

4. Special Revenue Sources: Special revenue sources include user fees, payments in lieu of taxes, gifts/donations, trusts, development impact fees, and intergovernmental transfers (i.e. grants) such as NH Shared Revenues and Highway Aid grants. The State of NH Building Aid is available at 30-55% for certain School District building projects (RSA 198:15-b).

5. NHDES Clean Water State Revolving Loan Fund: The Safe Drinking Water Act (SDWA) Amendments of 1996 provide for federal funding of a Drinking Water State Revolving Fund (DWSRF) to provide assistance to public water systems to finance the cost of drinking water infrastructure. The amendments also establish a strong emphasis on preventing contamination and enhancing water system management by allowing states to use some of the DWSRF for source water protection, capacity development and operator certification. Public water systems eligible for assistance are community water systems, both privately or publicly owned, and nonprofit non-community water systems. The DWSRF assistance is available in the form of loans or subsidies to public water systems for infrastructure and contamination prevention (source water protection) activities.

   The infrastructure portion of the DWSRF provides assistance to public water systems primarily in the form of low interest loans. In addition, the state has chosen to provide additional loan subsidies, including forgiveness of principal, to disadvantaged communities that receive loans.

   - Rehabilitation or development of sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
   - Installation or upgrading of treatment facilities if the project would improve the quality of drinking water to comply with primary or secondary standards.
   - Installation or upgrading of storage facilities, including finish water reservoirs, to prevent microbiological contaminants from entering the water system.

- Installation or replacement of transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels.
- Consolidation of water systems to resolve contamination problems and financial or management capability issues.
- Acquisition of land from a willing seller if it is integral to a project that is needed to maintain compliance and further public health protection.

The Source Water Protection Assistance of the DWSRF will be spent on non-infrastructure source water protection activities. Funding in the form of grants and loans is available to qualified applicants. No subsidization of loans for disadvantaged communities can occur with this portion of the DWSRF. Activities that will be eligible for this funding will include the following:

- Delineation and assessment of protection areas for wells and surface water intakes.
- Implementation of protection measures.
- Acquisition of water supply protection land (loan only).

The Allenstown Wastewater Department gets much of its funding from this source.

Funding Sources for Transportation Improvements

1. Congestion Mitigation and Air Quality Improvement Program (CMAQ): This Federal Program is administered by the State DOT and is designed to fund projects and programs to improve air quality in non-attainment and maintenance areas for ozone, carbon monoxide, and small particulate matter which reduce transportation-related emissions. Typical CMAQ programs and projects include transit projects, trail projects, car pool projects, installation of traffic signals, and construction of sidewalk and bicycle path construction. In 2019, New Hampshire received $13.5 million dollars in CMAQ funding from the Federal Government. Funding for projects are split, with 80% of funding coming from the State, and the community providing 20% match.

2. Transportation Enhancement Funds (TE): Transportation Enhancements Program (TE) is another viable source for improving roads in communities. Funding for the TE program is slightly more than $5.7 million dollars in FY-2019. Like CMAQ, these funds are provided in an 80/20 match, with the State paying for the majority of the project cost. Typical examples of projects eligible for TE funds include:

    - Facilities for bicyclists and pedestrians;
    - Safety and education activities for bicyclists and pedestrians;
    - Acquisition of scenic easements and scenic or historic sites;

- Scenic or historic highway programs;
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures of facilities;
- Preservation of abandoned railway corridors;
- Control and removal of outdoor advertising;
- Archaeological planning and research;
- Some types of environmental mitigation; and,
- Establishment of transportation museums.

3. Federal Aid Bridge Replacement Funds: These funds are available for the replacement or rehabilitation of town-owned bridges over 20 feet in length. Matching funds are required and applications for funding are processed through the NHDOT municipal highways engineer.

4. State Highway Block Grants: Annually, the State apportions funds to all cities and towns for the construction, reconstruction, and maintenance of Class IV and V roadways. Apportionment "A" funds comprise not less than 12% of the State Highway budget and are allocated based upon one-half the total road mileage and one-half the total population, proportioned by ranking the municipality with other municipalities in the State. This yields approximately $1,500 per mile of Class IV and Class V road and $13 per person residing in a municipality according to the NH Office of Energy and Planning. Apportionment "B" funds are distributed from a set sum of $400,000 and assist only those municipalities having high roadway mileage and whose equalized property value is very low in relation to other communities. In 2020, 18 communities received funding from Apportionment "B."

   Block grant payment schedules are as follows: 30% in July, 30% in October, 20% in January, and 20% in April. Any unused funds may be carried over to the next fiscal year. In State FY-2020, Allenstown is slated to receive **$82,400** in highway block grants from the State from Apportionment "A" funds.

5. State Bridge Aid: This program helps to supplement the cost to communities of bridge construction on Class II and V roads in the State. Funds are allocated by NHDOT in the order in which applications for assistance are received. The amount of aid a community may receive is based upon equalized assessed valuation and varies from two-thirds to seven-eighths of the total cost of the project.

6. Town Bridge Aid: Like the State Bridge Aid program, this program also helps communities construct or reconstruct bridges on Class V roads. The amount of aid is also based upon equalized assessed valuation and ranges from one-half to seven-eighths of the total cost of the project. All bridges constructed with these funds must be designed to support a load of

at least 15 tons. As mandated by State Law, all bridges constructed with these funds on Class II roads must be maintained by the State, while all bridges constructed on Class V roads must be maintained by the Town. Any community that fails to maintain bridges installed under this program shall be forced to pay the entire cost of maintenance plus 10% to the State Treasurer under RSA 85.

7. Local Option Fee for Transportation Improvements: NH RSA 261:153 VI (a) grants municipalities the ability to institute a surcharge on all motor vehicle registrations for the purpose of a funding the construction or reconstruction of roads, bridges, public parking areas, sidewalks, and bicycle paths. Funds generated under this law may also be used as matching funds for state projects. The maximum amount of the surcharge permitted by law is $5. Based upon the number of motor vehicles registered in Allenstown, this method could yield additional monies annually if so allocated without increasing property taxes.

8. Impact Fees: Authorized by RSA 674:21, communities can adopt impact fee programs to offset the costs of expanding services and facilities communities must absorb when a new home or commercial unit is constructed in town. Unlike exactions, impact fees are uniform fees administered by the building inspector and are collected for general impacts of the development, as opposed to exaction which are administered by the planning board and are collected for specific impacts unique to new site plans or subdivisions on Town roads. The amount of an impact fee is developed through a series of calculations. Impact fees are charged to new homes or commercial structures at the time a building permit is issued. When considering implementing an impact fee ordinance, it is important to understand that the impact fee system is adopted by amending the zoning ordinance. The law also requires that communities adopting impact fees must have a Capital Improvements Program (CIP). Lastly, State law also stipulates that all impact fees collect by a community must be used within six years from the date they were collected, or else they must be refunded to the current property owner(s) of the structure for which the fee was initially collected.

Miscellaneous Funding Sources

1. Community Development Block Grants: Depending on the location, social value, and functional use of a municipal facility, Community Development Block Grants (CDBG) can sometimes be a good source of financing. CDBG funds are allocated from the US Department of Housing and Urban Development. Each year, communities are invited to submit grant applications for funding of projects. An example of a local project funded by CDBG is the Town of Pittsfield's Community Center. Each year, New Hampshire receives about $10 million in CDBG funds that, through the grant process, were allocated to communities across the State.

2. Sale or Use of Excess Property: Another possible method to finance or expand town facilities opportunities could include sale of surplus town-owned property. Surplus property is often property acquired from private citizens for failure to pay taxes.

3. Private Foundations/Trusts: For years, communities have been the beneficiaries of trusts and donations created by private citizens and foundations. The Town should actively solicit such resources for assistance regarding the development or expansion of recreational facilities and programs.

4. User Fees: During the 1980s, the concept of user fees for funding of numerous public facilities and services were widely adopted throughout the nation. To help finance community facilities and programs, several communities in New Hampshire have adopted user fees. Examples of user fees in New Hampshire communities include water district charges and transfer station fees.

5. License and Permit Fees: Fees, such as building permits, zoning applications, and planning board subdivision and site plan fees are all examples of permit fees. Such fees are highly equitable and are successful for minimizing the burden on taxpayers for specific programs such as building code enforcement.

Funding Sources for Conservation

1. Land Use Change Tax: When a property that has been paying the lower Current Use Tax rate is removed from that program, the land use change tax penalty is paid to the Town that the property is located in. The penalty is 10% of the full market value of the land when it leaves the current use program. Many Towns put all of this money directly into the Conservation Fund (see below).

2. Conservation Fund: This fund is much like a Capital Reserve Fund, where Town Meeting (Town Voting Session) approval needs to be sought to expend the accumulated funds. The primary purpose of the Fund (RSA 36-A:5) is to acquire real estate for conservation purposes.

3. "Municipal Bill Round-Up": An additional funding source for a variety of activities, such as greenway acquisition, easement acquisition, and creating bike trails and sidewalks, is the use of a "round up" program for tax bills, utility bills, and registration fees. Under such a program, the taxpayer could voluntarily round his/her bill payment up to a designated amount above the actual bill and designate it to any of the desired programs listed.

4. Land and Community Heritage Investment Program (LCHIP): This State fund is designed to assist communities that want to conserve outstanding natural, historic, and cultural resources. There will be the requirement that the Towns match the State money from this fund with a 50% match from other sources, some of which can be an in-kind match, as well as funds from other sources.

Relevant State Statutes for Capital Improvements

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

Municipal Budget Law
Section 32:6 Appropriations

32:6 Appropriations Only at Annual or Special Meeting. **All appropriations in municipalities subject to this chapter shall be made by vote of the legislative body of the municipality at an annual or special meeting.** No such meeting shall appropriate any money for any purpose unless that purpose appears in the budget or in a special warrant article, provided, however, that the legislative body may vote to appropriate more than, or less than, the amount recommended for such purpose in the budget or warrant, except as provided in RSA 32:18, unless the municipality has voted to override the 10 percent limitation as provided in RSA 32:18-a.

Municipal Finance Act
Section 33:1

33:1 Definitions. - This chapter may be referred to as the "Municipal Finance Act." The following terms, when used in this chapter, shall have the meanings set forth below, except when the context in which they are used requires a different meaning:

I. "Municipality" or "municipal corporation," town, city, school district or village district;

II. "Governing board," the selectmen of a town, the commissioners or comparable officers of a village district, and the school board of a school district;

III. "**Net indebtedness**," all outstanding and authorized indebtedness, heretofore or hereafter incurred by a municipality, exclusive of the following: unmatured tax anticipation notes issued according to law; or notes issued in anticipation of grants of federal or state aid or both; debts incurred for supplying the inhabitants with water or for the construction, enlargement, improvement or maintenance of water works; debts incurred to finance the cost of sewerage systems or enlargements or improvements thereof, or sewage or waste disposal works when the cost thereof is to be financed by sewer rents or sewer assessment; debt incurred pursuant to RSA 31:10; debts incurred to finance energy production projects, the reconstruction or enlargement of a municipally-owned utility, or the manufacture or furnishing of light, heat, power or water for the public, or the generation, transmission or sale of energy ultimately sold to the public; debts incurred to finance small-scale power facilities under RSA 374-D; debts incurred outside the statutory debt limit of the municipality under any general law or special act heretofore or hereafter enacted (unless otherwise provided in such legislation); and sinking funds and cash applicable solely to the payment of the principal of debts incurred within the debt limit.

Section 33:4-a Debt Limit, Municipalities.

I. Cities shall not incur net indebtedness, except for school purposes, to an amount, at any one time outstanding, exceeding 3 percent of their valuation determined as hereinafter provided.

II. Cities shall not incur net indebtedness for school purposes to an amount at any one time outstanding, determined as hereinafter provided, exceeding 7 percent of said valuation. Any debt incurred for school purposes by a city under this or any special statute heretofore or hereafter enacted shall be excluded in determining the borrowing capacity of a city for other than school purposes under the 3 percent limitation in paragraph I.

III. **Towns shall not incur net indebtedness to an amount at any one time outstanding exceeding 3 percent of their valuation** determined as hereinafter provided.

IV**. School districts shall not incur net indebtedness to an amount at any one time outstanding exceeding 7 percent** determined as hereinafter provided.

V. Village districts shall not incur net indebtedness to an amount at any one time outstanding exceeding one percent of their valuation determined as hereinafter provided.

Section 33:5-a Water Works

Section 33:5-a Water Works. (Debt Indebtedness Exemption) – Municipalities may incur debt for supplying the inhabitants with water or for the construction, enlargement, or improvement of water works, by the issue of bonds or notes, for such purposes, as set forth in this chapter; provided, however, that such municipalities shall not incur debt for such purposes to an amount, at any one time outstanding, exceeding 10 percent of their last locally assessed valuation as last equalized by the commissioner of revenue administration determined as provided in RSA 33:4-b. Any municipality which shall have received orders from the department of environmental services under the provisions of RSA 485 requiring the alteration, enlargement, or application of any other improvement in such facilities as will ensure fitness and safety and adequate protection of the public health may incur debt thereof by the issue of bonds or notes outside the limit prescribed herein. **All debt authorized by this section, inasmuch as it is all excluded from the definition of "net indebtedness" in RSA 33:1, shall at no time be included for the purpose of calculating the borrowing capacity of the municipality for other purposes.** The debt limits established by this section may be exceeded by a municipality in accordance with the procedure prescribed in and subject to the provisions of RSA 33:6.

33:6-e Exclusion From Debt Limit; Solid Waste Management Districts. (Debt Indebtedness Exemption)

The debt limit restrictions of this chapter shall not apply to a solid waste management district formed under RSA 53-B or to the debts or obligations incurred by such a district. Debts or obligations of a member municipality to such a district shall at no time be included in the net indebtedness of the municipality for the purposes of determining its borrowing capacity.

TITLE XV EDUCATION

Cooperative School Districts

Section 195

Section 195:6 Powers and Duties of Cooperative School Districts. (Debt Indebtedness Exemption) –

I. Each cooperative school district shall be a body corporate and politic with power to sue and be sued, to acquire, hold and dispose of real and personal property for the use of schools therein, and to make necessary contracts in relation thereto, and have and possess all the powers and be subject to all the liabilities conferred and imposed upon school districts under the provisions of RSA 194. Whenever a cooperative school district assumes all the functions of a pre-existing district, it shall also assume the outstanding indebtedness and obligations thereof as of the date of operating responsibility; and on such date of operating responsibility the pre-existing districts shall be deemed dissolved, and any and all assets, property and records thereof not previously disposed of shall vest in the cooperative school district, unless otherwise provided in the articles of agreement or existing arrangements.

II. Each cooperative school district shall have the power to borrow money and issue its notes or bonds in conformity with the provisions of RSA 33, provided, however, indebtedness of a cooperative district organized to provide both elementary and secondary schools may be incurred to an amount not to exceed 10 percent of its assessed valuation as last equalized by the commissioner of revenue administration.

III. Whenever only a part of the educational facilities of a local school district are incorporated into a cooperative school district, such local district shall continue in existence and function as previously. The cooperative school district shall assume only those outstanding debts and obligations of the local school district which pertain to the property acquired by the cooperative school district for use by the cooperative school district. In such case no cooperative school district shall for elementary school purposes incur debt to an amount exceeding 5 percent, and for secondary school purposes, if organized for grades 9 through 12, to an amount exceeding 5 percent, and for secondary school purposes if organized for grades 7 through 12, to an amount not exceeding 6 percent of the total assessed valuation of such district as last equalized by the commissioner of revenue administration. **No cooperative school district described in this paragraph shall incur indebtedness if it subjects the taxable property of any school district forming a part thereof to debt, when added to the debt of such school district, of more than 10 percent of the total assessed value of such taxable property as last equalized by the commissioner of revenue administration.**

School Meetings

Section 197

197:1 Annual.

A meeting of every school district shall be held annually between March 1 and March 25, inclusive, or in accordance with RSA 40:13 if that provision is adopted in the district, for raising and appropriating money for the support of schools for the fiscal year beginning the next July 1, for the transaction of other district business and, in those districts not electing their district officers at town meeting, for the choice of district officers.

Section 197:3
197:3 Raising Money at Special Meeting.

I. (a) No school district at any special meeting shall raise or appropriate money nor reduce or rescind any appropriation made at a previous meeting, unless the vote thereon is by ballot, nor unless the ballots cast at such meeting shall be equal in number to at least 1/2 of the number of voters of such district entitled to vote at the regular meeting next preceding such special meeting; and, if a checklist was used at the last preceding regular meeting, the same shall be used to ascertain the number of legal voters in said district; and such checklist, corrected according to law, may be used at such special meeting upon request of 10 legal voters of the district. In case an emergency arises requiring an immediate expenditure of money, the school board may petition the superior court for permission to hold a special district meeting, which, if granted, shall give said district meeting the same authority as an annual district meeting.

III. In the event that the legislative body at an annual meeting amends or rejects the cost items or fact finder's reports as submitted pursuant to RSA 273-A, notwithstanding paragraphs I and II, **the school board may call one special meeting for the sole purpose of addressing all negotiated cost items without petitioning the superior court for authorization. Such special meeting may be authorized only by a contingent warrant article inserted on the warrant or official ballot either by petition or by the governing body.** The wording of the question shall be as follows: "Shall (the local political subdivision), if article _____ is defeated, authorize the governing body to call one special meeting, at its option, to address article _____ cost items only?" The refusal of the legislative body to authorize a special meeting as provided in this paragraph shall not affect any other provision of law. Any special meeting held under this paragraph shall be combined with the revised operating budget meeting under RSA 40:13, XI, if any, and shall not be counted toward the number of special meetings which may be held in a given calendar or fiscal year.

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CHAPTER 674
LOCAL LAND USE PLANNING AND REGULATORY POWERS

Capital Improvements Program

Sections 674:5 through 674:8

674:5 Authorization. – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of **municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken** or future projects to be undertaken with federal, state, county, and other public funds. **The sole purpose and effect of the capital improvements program shall be to aid the mayor and the budget committee in their consideration of the annual budget.**

674:6 Purpose and Description. – The capital improvement program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. **The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan** of the municipality or as permitted by other municipal land use controls.

674:7 Preparation. – I. In preparing the capital improvements program, **the planning board shall confer, in a manner deemed appropriate by the board, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan** in relation to the proposed capital improvements program.

II. Whenever the planning board is authorized and directed to prepare a capital improvements program, **every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board, transmit to the board a statement of all capital projects it proposes to undertake during the term of the program.** The planning board shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

674:8 Consideration by Mayor and Budget Committee. – Whenever the planning board has prepared a capital improvements program under RSA 674:7, it shall submit its recommendations for the current year to the mayor and the budget committee, if one exists, for consideration as part of the annual budget.

TITLE LXIV PLANNING AND ZONING

Zoning

Section 674:21

Section 674:21 Innovative Land Use Controls.

I. Innovative land use controls may include, but are not limited to:

(m) Impact fees.

V. As used in this section **"impact fee"** means a fee or assessment imposed upon development, including subdivision, building construction or other land use change, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. No later than July 1, 1993, all impact fee ordinances shall be subject to the following:

(a) The amount of any such fee shall be a **proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development**, and to the benefits accruing to the development from the capital improvements financed by the fee. **Upgrading of existing facilities and infrastructures, the need for which is not created by new development, shall not be paid for by impact fees**.

(b) In order for a municipality to adopt an impact fee ordinance, it must have enacted a capital improvements program pursuant to RSA 674:5-7.

(c) Any impact fee shall be accounted for separately, shall be segregated from the municipality's general fund, may be spent upon order of the municipal governing body, shall be exempt from all provisions of RSA 32 relative to limitation and expenditure of town moneys, and shall be used solely for the capital improvements for which it was collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fee was collected to meet.

(d) All impact fees imposed pursuant to this section shall be assessed at the time of planning board approval of a subdivision plat or site plan. When no planning board approval is required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development. Impact fees shall be intended to reflect the effect of development upon municipal facilities at the time of the issuance of the building permit. Impact fees shall be collected at the time a certificate of occupancy is issued. If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this subparagraph shall prevent the municipality and the assessed party from establishing an alternate, mutually acceptable schedule of payment of impact fees in effect at the time of subdivision plat or site plan approval by the planning board. If an alternate schedule of payment is established, municipalities may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of the assessed impact fees.

(e) The ordinance shall establish reasonable times after which any portion of an impact fee which has not become encumbered or otherwise legally bound to be spent for the purpose for which it was

collected shall be refunded, with any accrued interest. Whenever the calculation of an impact fee has been predicated upon some portion of capital improvement costs being borne by the municipality**, a refund shall be made upon the failure of the legislative body to appropriate the municipality's share of the capital improvement costs within a reasonable time. The maximum time which shall be considered reasonable hereunder shall be 6 years.**

(f) Unless otherwise specified in the ordinance, any decision under an impact fee ordinance may be appealed in the same manner provided by statute for appeals from the officer or board making that decision, as set forth in RSA 676:5, RSA 677:2-14, or RSA 677:15, respectively.

(g) The ordinance may also provide for a waiver process, including the criteria for the granting of such a waiver.

(h) The adoption of a growth management limitation or moratorium by a municipality shall not affect any development with respect to which an impact fee has been paid or assessed as part of the approval for that development.

(i) Neither the adoption of an impact fee ordinance, nor the failure to adopt such an ordinance, shall be deemed to affect existing authority of a planning board over subdivision or site plan review, except to the extent expressly stated in such an ordinance.

(j) The failure to adopt an impact fee ordinance shall not preclude a municipality from requiring developers to pay an exaction for the cost of off-site improvement needs determined by the planning board to be necessary for the occupancy of any portion of a development. For the purposes of this subparagraph, "off-site improvements" means those improvements that are necessitated by a development but which are located outside the boundaries of the property that is subject to a subdivision plat or site plan approval by the planning board. Such off-site improvements shall be limited to any necessary highway, drainage, and sewer and water upgrades pertinent to that development. The amount of any such exaction shall be a proportional share of municipal improvement costs not previously assessed against other developments, which is necessitated by the development, and which is reasonably related to the benefits accruing to the development from the improvements financed by the exaction. As an alternative to paying an exaction, the developer may elect to construct the necessary improvements, subject to bonding and timing conditions as may be reasonably required by the planning board. Any exaction imposed pursuant to this section shall be assessed at the time of planning board approval of the development necessitating an off-site improvement. Whenever the calculation of an exaction for an off-site improvement has been predicated upon some portion of the cost of that improvement being borne by the municipality, a refund of any collected exaction shall be made to the payor or payor's successor in interest upon the failure of the local legislative body to appropriate the municipality's share of that cost within 6 years from the date of collection. For the purposes of this subparagraph, failure of local legislative body to appropriate such funding or to construct any necessary off-site improvement shall not operate to prohibit an otherwise approved development.

Section 674:22

Section 674:22 Growth Management; Timing of Development. -
I. The local legislative body may further exercise the powers granted under this subdivision to regulate and control the timing of development. **Any ordinance imposing such a control may be adopted only after preparation and adoption by the planning board of a master plan and a capital improvement program** and shall be based upon a growth management process intended to assess and balance community development needs and consider regional development needs.

II. The local legislative body may adopt a growth management ordinance under this section only if there is a demonstrated need to regulate the timing of development, based upon the municipality's lack of capacity to accommodate anticipated growth in the absence of such an ordinance. The need to regulate the timing of development shall be demonstrated by a study performed by or for the planning board or the governing body, or submitted with a petition of voters presented under RSA 675:4. The study shall be based on competent evidence and shall consider the municipality's projected growth rate and the municipality's need for additional services to accommodate such growth.

III. An ordinance adopted under this section shall include a termination date and shall restrict projected normal growth no more than is necessary to allow for orderly and good-faith development of municipal services. **The planning board in a municipality that adopts such an ordinance shall promptly undertake development of a plan for the orderly and rational development of municipal services needed to accommodate anticipated normal growth; provided, however, that in a town that has established a capital improvement program committee under RSA 674:5, the plan shall be developed by that committee.** The ordinance and the plan shall be evaluated by the planning board at least annually, to confirm that reasonable progress is being made to carry out the plan. The planning board shall report its findings to the legislative body in the municipality's annual report.

Subdivision Regulations

Section 674:36

674:36 Subdivision Regulations. –
I. Before the planning board exercises its powers under RSA 674:35, the planning board shall adopt subdivision regulations according to the procedures required by RSA 675:6.

II. The subdivision regulations which the planning board adopts may:
(a) **Provide against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;**
(b) Provide for the harmonious development of the municipality and its environs;
(c) Require the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets or with features of the official map of the municipality;
(d) Provide for open spaces of adequate proportions;

Town Road Inventory Collection Form

See attached Town Road Inventory Collection Form document sent annually to the Town of Allenstown with a large Road Network Map by the NH Department of Transportation. Revisions to the NHDOT data layer should be provided on this form and submitted to the State.