

For Applicant Completion

- ☒ New Application
☐ Revised Application

If Revised, Application #:

2017- _____

TOWN OF ALLENSTOWN
Board of Selectmen
16 School Street
Allenstown, NH 03275
603-485-4276

For BOS Use

Application #:

2017- _____

Allenstown FY-2017 to FY-2021 Capital Improvements Program (CIP)
PROJECT / PURCHASE REQUEST APPLICATION

INSTRUCTIONS:

- Use one Application for ***each new*** capital expenditure you anticipate your Department would want to make during the next five years (2017-2021). A capital expenditure is defined as any project or item that 1) costs at least \$30,000, 2) has a lifespan of at least five (5) years, 3) is not included in the operating budget, and 4) any other project requiring bond financing. Supplemental information to attach to the Application is welcome.
- Use one Application for ***each existing*** project your Department has listed in the 2017-2021 CIP that fits the above criteria. Modify the years of expenditure, cost, funding, description, etc if anything has changed from what appears in the last CIP.
- Please submit all Application requests to TA Shaun Mulholland at the Town Hall by 12PM on Wednesday, January 11th, 2017. Note that the Town Administrator would like to schedule an interview with you to obtain more information about your projects.

Department: Police

Desired Start Year of Expenditure: 20¹⁷

Through End Year: 20²¹

Is the Project Priority Considered (circle one): ☒ Low Medium High

1. Project/Purchase Title: Second Floor Carpet Replacement

2. Primary effect of project/purchase is to: (check one)

- ☒ Replace or repair existing facilities or equipment
☐ Improve quality of existing facilities or equipment
☐ Expand capacity of existing service level or facility
☐ Provide new facility or service capacity
☐ Other: _____

Number of:

Number of:

Total paid staff hours per year: _____

F/T employees: 12 P/T
employees: 2

Total non-paid/volunteer hours per year: _____

F/T non-paid/volunteers: _____ P/T non-paid/volntrs: _____

Approximate:

Usable sq. ft. of building #1: 3000

Building #1 name: Police Department

3. Service Area (check one)

4. **Department Description:** *This question only needs to be completed **one time**, regardless of how many Applications your Department has completed.*

Number of:

- ☒ Town
☐ School District
☐ Road
☐ Neighborhood
☐ Region
☐ Other: _____

Approximate:

Usable sq. ft. of building #2: _____

Building #2 name: _____

Projections - In 15 years:

Future Staffing Needs: _____

Future Program Needs: _____

Future Building Needs: _____

Future Equipment Needs: _____

5. **Project/Purchase Description:** *State clearly what this project is for, then describe the existing problem/deficiency, how project came about, how this project can solve the problem, why the project is needed and beneficial to the Town, etc.*

The carpets on the second floor of the police station are stained, mismatched, ripped, and in disrepair. The areas that need new flooring include 3 offices, the interview room, and the In addition, the area that covers the stairs and landing should be done to match the rest of and because it is also stained.

6. **What percentage of this project will serve NEW population growth?** 0 %
This answer is important as it helps the Town gauge potential impact fees.

7. **Estimated Cost:** *Provide an itemized estimated cost for project/purchase using the following table. Attach any formal cost estimates which you may have received, if available. Please round all estimates to nearest \$100.*

\$	1. Planning & Feasibility Analysis Costs (Studies, Plans, etc)
\$	2. Architectural & Engineering Costs
\$	3. Real Estate Acquisition (Land & Buildings)
\$ 1000	4. Site Preparation Costs
\$ 7500	5. Construction Costs
\$	6. Furnishings
\$	7. Vehicle and Equipment Costs
\$	8. Appraisals
\$	9. Consultants
\$	10. Other Costs (list):
\$ 8500	Total Dollar Amount of Project/Purchase

8. **Sources of Funding:** *Using the table below, indicate sources of funding for proposed project/purchase. Please round all costs to the nearest \$100. If applicable, attach any additional information to this sheet.*

\$	Grant - From:
\$	Loan - From:
\$	Donation / Bequest / Gift / Trust Fund – From:
\$	User Fees – From which fund:
\$ 7500	Capital Reserve Fund Withdrawal – From which fund:
\$	Property Tax
\$	Bonds – Term:
\$ 7500	Total (should equal Total Dollar Amount of Project/Purchase in #7)

9. **Impacts on Operating and Maintenance Expenses:** *Indicate if proposed project/purchase will impact any of the following.*

Does project/purchase increase or decrease the number of staff? Increase Decrease

Does project/purchase decrease maintenance or other costs over time? ☒ Increase ☒ Decrease

Estimated Total Dollars **Additional** Impact to Operating Budget \$0

Estimated Total Dollars **Reduction** in Operating Budget \$0

Form Prepared by: Paul Paquette

Title: Chief

Contact Information: Phone: 603-485-9500

Email: ppaquette@allentownnh.gov

Department: Police

Date: 1/11/2017

Please attach any supplemental information you have
(cost estimates, proposals, quotes, funding applications, letters of support, etc. if available)
to this Application.