



New Hampshire  
Department of  
Revenue Administration

2016  
MS-737

**Budget of the Town of Litchfield**  
Form Due Date: 20 Days after the Town Meeting

THIS BUDGET SHALL BE POSTED WITH THE WARRANT  
This form was posted with the warrant on: 1-25-16

For assistance please contact the NH DRA Municipal and Property Division  
P: (603) 230-5090 F: (603) 230-5947 <http://www.revenue.nh.gov/mun-prop/>

**BUDGET COMMITTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Budget Committee Members	
Printed Name	Signature
Cynthia A Couture	<i>Cynthia A Couture</i>
KATE B DOUGLAS	<i>Kate B Douglas</i>
W.F. SPENCER	<i>W.F. Spencer</i>
Raymond C Peeples Jr	<i>Raymond C Peeples Jr</i>
Daniel M Vaillancourt	<i>Daniel M Vaillancourt</i>
Brian Bourque	<i>Brian Bourque</i>
FRANK BYRON	<i>Frank Byron</i>

A copy of this signature page must be signed and submitted to the NHDRA at the following address:

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487

Account Code	Description	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensnuing FY (Recommended)	Selectmen's Appropriations Ensnuing FY (Not Recommended)	Budget Committee's Appropriations Ensnuing FY (Recommended)	Budget Committee's Appropriations Ensnuing FY (Not Recommended)
<b>General Government</b>								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	06	\$120,825	\$121,476	\$125,921	\$0	\$125,921	\$0
4140-4149	Election, Registration, and Vital Statistics	06	\$94,180	\$97,558	\$99,277	\$0	\$99,277	\$0
4150-4151	Financial Administration	06	\$424,310	\$380,477	\$413,087	\$0	\$413,087	\$0
4152	Revaluation of Property	06	\$57,046	\$54,229	\$50,606	\$0	\$50,606	\$0
4153	Legal Expense	06	\$20,400	\$5,725	\$15,000	\$0	\$15,000	\$0
4155-4159	Personnel Administration	06	\$527,988	\$496,445	\$538,034	\$0	\$534,547	\$0
4191-4193	Planning and Zoning	06	\$53,898	\$54,223	\$54,518	\$0	\$54,518	\$0
4194	General Government Buildings	06	\$94,779	\$92,161	\$94,471	\$0	\$89,871	\$0
4195	Cemeteries	06	\$7,483	\$6,713	\$7,483	\$0	\$7,483	\$0
4196	Insurance	06	\$63,505	\$62,590	\$61,124	\$0	\$61,124	\$0
4197	Advertising and Regional Association	06	\$14,109	\$14,482	\$14,149	\$0	\$14,149	\$0
4199	Other General Government		\$0	\$0	\$0	\$0	\$0	\$0
<b>Public Safety</b>								
4210-4214	Police	06	\$1,571,386	\$1,608,865	\$1,609,506	\$0	\$1,588,413	\$0
4215-4219	Ambulance	06	\$51,500	\$47,752	\$51,500	\$0	\$46,500	\$0
4220-4229	Fire	06	\$961,412	\$934,497	\$808,989	\$0	\$808,439	\$0
4240-4249	Building Inspection	06	\$76,195	\$79,613	\$78,492	\$0	\$78,492	\$0
4290-4298	Emergency Management	06	\$11,756	\$11,927	\$11,887	\$0	\$11,887	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
<b>Airport/Aviation Center</b>								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
<b>Highways and Streets</b>								
4311	Administration	06	\$25,238	\$17,487	\$46,488	\$0	\$46,488	\$0
4312	Highways and Streets	06	\$765,976	\$787,927	\$630,281	\$0	\$620,721	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting	06	\$10,925	\$12,909	\$13,000	\$0	\$13,000	\$0
4319	Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Sanitation</b>								
4321	Administration	06	\$342,125	\$356,384	\$365,808	\$0	\$365,658	\$0

Account Code	Description	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4323	Solid Waste Collection		\$0	\$0	\$0	\$0	\$0	\$0
4324	Solid Waste Disposal		\$0	\$0	\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0	\$0	\$0
4326-4329	Sewage Collection, Disposal and Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Water Distribution and Treatment</b>								
4331	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Electric</b>								
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0	\$0	\$0
<b>Health</b>								
4411	Administration	06	\$32,786	\$31,770	\$32,646	\$0	\$32,646	\$0
4414	Pest Control	06	\$15,417	\$14,642	\$15,417	\$0	\$15,417	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0	\$0	\$0	\$0	\$0	\$0
<b>Welfare</b>								
4441-4442	Administration and Direct Assistance		\$0	\$0	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments		\$11,250	\$11,250	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	06	\$16,750	\$4,497	\$15,000	\$0	\$10,000	\$0
<b>Culture and Recreation</b>								
4520-4529	Parks and Recreation	06	\$80,317	\$77,400	\$83,029	\$0	\$83,029	\$0
4550-4559	Library	06	\$202,689	\$202,689	\$207,017	\$0	\$207,017	\$0
4583	Patriotic Purposes	06	\$902	\$1,386	\$902	\$0	\$902	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
<b>Conservation and Development</b>								
4611-4612	Administration and Purchasing of Natural Resources	06	\$1,580	\$1,593	\$1,760	\$0	\$1,760	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0

Account Code	Description	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Enacting FY (Recommended)	Selectmen's Appropriations Enacting FY (Not Recommended)	Budget Committee's Appropriations Enacting FY (Recommended)	Budget Committee's Appropriations Enacting FY (Not Recommended)
<b>Debt Service</b>								
4711	Long Term Bonds and Notes - Principal		\$0	\$0	\$0	\$0	\$0	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest	06	\$1	\$0	\$1	\$0	\$1	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Outlay</b>								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Transfers Out</b>								
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4919	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Proposed Appropriations</b>			<b>\$5,656,728</b>	<b>\$5,588,667</b>	<b>\$5,445,393</b>	<b>\$0</b>	<b>\$5,395,953</b>	<b>\$0</b>

Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4915	To Capital Reserve Fund		\$0	\$0	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4220-4229	Fire	08	\$0	\$0	\$37,600	\$0	\$37,600	\$0
4916	<b>Purpose:</b> Firefighter Paramedic Training							
	To Expendable Trusts/Fiduciary Funds	11	\$0	\$0	\$60,000	\$0	\$0	\$0
	<b>Purpose:</b> Town Earned Time Accrual Expendable Trust Fund							
4916	To Expendable Trusts/Fiduciary Funds	12	\$0	\$0	\$7,374	\$0	\$7,374	\$0
	<b>Purpose:</b> Library Earned Time Accrual Expendable Trust Fund							
4916	To Expendable Trusts/Fiduciary Funds	14	\$0	\$0	\$30,000	\$0	\$30,000	\$0
	<b>Purpose:</b> Building Systems Trust Fund							
4916	To Expendable Trusts/Fiduciary Funds	18	\$0	\$0	\$25,000	\$0	\$25,000	\$0
	<b>Purpose:</b> Public Works Expendable Trust Fund Appropriation							
<b>Special Articles Recommended</b>			<b>\$0</b>	<b>\$0</b>	<b>\$159,974</b>	<b>\$0</b>	<b>\$99,974</b>	<b>\$0</b>

Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
0000-0000	Collective Bargaining	07	\$0	\$0	\$18,329	\$0	\$18,329	\$0
	<b>Purpose:</b> Police Contract							
4153	Legal Expense	20	\$0	\$0	\$15,597	\$0	\$0	\$0
	<b>Purpose:</b> Northeast Energy Direct (gas pipeline)							
4155-4159	Personnel Administration	09	\$0	\$0	\$30,000	\$0	\$0	\$0
	<b>Purpose:</b> Second Year of Town Non-Union Wage Plan Implementa							
4312	Highways and Streets	16	\$0	\$0	\$200,000	\$0	\$200,000	\$0
	<b>Purpose:</b> Road Improvement Projects							
4415-4419	Health Agencies, Hospitals, and Other	13	\$0	\$0	\$15,167	\$0	\$15,167	\$0
	<b>Purpose:</b> Human Services and Health Agencies							
4550-4559	Library	10	\$0	\$0	\$14,819	\$0	\$0	\$0
	<b>Purpose:</b> First Year of Library Non Union Wage Plan Implemen							
4903	Buildings	15	\$0	\$0	\$50,000	\$0	\$50,000	\$0
	<b>Purpose:</b> Fire Station Exhaust Removal System							
<b>Individual Articles Recommended</b>					<b>\$343,912</b>	<b>\$0</b>	<b>\$283,495</b>	<b>\$0</b>

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
<b>Taxes</b>					
3120	Land Use Change Tax - General Fund	06	\$18,115	\$17,000	\$17,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	06	\$6,084	\$2,500	\$2,500
3186	Payment in Lieu of Taxes	06	\$26,451	\$31,000	\$31,000
3187	Excavation Tax	06	\$1,610	\$1,600	\$1,600
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	06	\$33,746	\$32,574	\$32,574
9991	Inventory Penalties		\$0	\$0	\$0
<b>Licenses, Permits, and Fees</b>					
3210	Business Licenses and Permits	06	\$1,480	\$1,450	\$1,450
3220	Motor Vehicle Permit Fees	06	\$1,580,849	\$1,535,000	\$1,535,000
3230	Building Permits	06	\$39,832	\$31,590	\$31,590
3290	Other Licenses, Permits, and Fees	06	\$32,663	\$30,000	\$30,000
3311-3319	From Federal Government	06	\$373	\$373	\$373
<b>State Sources</b>					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	06	\$402,168	\$402,000	\$402,000
3353	Highway Block Grant	06	\$186,849	\$193,000	\$193,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	06	\$159	\$159	\$159
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments		\$0	\$0	\$0
<b>Charges for Services</b>					
3401-3406	Income from Departments	06	\$34,679	\$26,708	\$26,708
3409	Other Charges		\$0	\$0	\$0
<b>Miscellaneous Revenues</b>					
3501	Sale of Municipal Property	06	\$950	\$500	\$500
3502	Interest on Investments	06	\$2,682	\$1,200	\$1,200
3503-3509	Other	06	\$17,462	\$4,119	\$4,119

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
<b>Interfund Operating Transfers In</b>					
3912	From Special Revenue Funds	06	\$22	\$12,500	\$12,500
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$0	\$0	\$0
3916	From Trust and Fiduciary Funds	12	\$0	\$7,374	\$7,374
3917	From Conservation Funds		\$0	\$0	\$0
<b>Other Financing Sources</b>					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance	08, 11, 14	\$0	\$127,600	\$67,600
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
<b>Total Estimated Revenues and Credits</b>			<b>\$2,386,174</b>	<b>\$2,458,247</b>	<b>\$2,398,247</b>



**BUDGET SUMMARY**

<b>Item</b>	<b>Prior Year Adopted Budget</b>	<b>Selectmen's Recommended Budget</b>	<b>Budget Committee's Recommended Budget</b>
Operating Budget Appropriations Recommended	\$5,232,478	\$5,445,393	\$5,395,953
Special Warrant Articles Recommended	\$12,970	\$159,974	\$99,974
Individual Warrant Articles Recommended	\$494,250	\$343,912	\$283,496
<b>TOTAL Appropriations Recommended</b>	<b>\$5,739,698</b>	<b>\$5,949,279</b>	<b>\$5,779,423</b>
Less: Amount of Estimated Revenues & Credits	\$2,384,564	\$2,458,247	\$2,398,247
<b>Estimated Amount of Taxes to be Raised</b>	<b>\$3,355,134</b>	<b>\$3,491,032</b>	<b>\$3,381,176</b>

Budget Committee Supplemental Schedule

<b>1. Total Recommended by Budget Committee</b>		<b>\$5,779,423</b>
<b>Less Exclusions:</b>		
2. Principal: Long-Term Bonds & Notes	4711	\$0
3. Interest: Long-Term Bonds & Notes	4721	\$0
4. Capital outlays funded from Long-Term Bonds & Notes		\$0
5. Mandatory Assessments		\$0
6. Total Exclusions ( <i>Sum of Lines 2 through 5 above</i> )		\$0
<b>7. Amount Recommended, Less Exclusions (Line 1 less Line 6)</b>		<b>\$5,779,423</b>
8. 10% of Amount Recommended, Less Exclusions ( <i>Line 7 x 10%</i> )		\$577,942
<b>Collective Bargaining Cost Items:</b>		
9. Recommended Cost Items (Prior to Meeting)		\$18,329
10. Voted Cost Items (Voted at Meeting)		\$0
11. Amount voted over recommended amount ( <i>Difference of Lines 9 and 10</i> )		\$0
<b>Mandatory Water &amp; Waste Treatment Facilities (RSA 32:21):</b>		
12. Amount Recommended (Prior to Meeting)		\$0
13. Amount Voted (Voted at Meeting)		\$0
14. Amount voted over recommended amount ( <i>Difference of Lines 12 and 13</i> )		\$0
<b>15. Bond Override (RSA 32:18-a), Amount Voted</b>		<b>\$0</b>
<b>Maximum Allowable Appropriations Voted At Meeting:</b> ( <i>Line 1 + Line 8 + Line 11 + Line 15</i> )		<b>\$6,357,365</b>