



New Hampshire
Department of
Revenue Administration

2017
MS-737

 ORIGINAL

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: 1-30-2017

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 K. Conture	
Andrew Connor	
Robert Keating	
Keri Douglas	
Brian Bourque	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

Appropriations

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)
General Government								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	05	\$125,194	\$125,710	\$119,470	\$0	\$119,470	\$0
4140-4149	Election, Registration, and Vital Statistics	05	\$99,132	\$104,285	\$108,569	\$0	\$108,569	\$0
4150-4151	Financial Administration	05	\$439,692	\$410,464	\$433,664	\$0	\$433,664	\$0
4152	Revaluation of Property	05	\$50,606	\$13,805	\$50,606	\$0	\$50,606	\$0
4153	Legal Expense	05	\$35,997	\$38,597	\$15,000	\$0	\$15,000	\$0
4155-4159	Personnel Administration	05	\$540,340	\$518,736	\$585,358	\$0	\$585,358	\$0
4191-4193	Planning and Zoning	05	\$54,623	\$49,422	\$40,214	\$0	\$40,214	\$0
4194	General Government Buildings	05	\$95,478	\$76,765	\$84,030	\$0	\$84,030	\$0
4195	Cemeteries	05	\$7,483	\$5,796	\$7,483	\$0	\$7,483	\$0
4196	Insurance	05	\$63,505	\$30,766	\$63,650	\$0	\$63,650	\$0
4197	Advertising and Regional Association	05	\$14,109	\$15,139	\$14,974	\$0	\$14,974	\$0
4199	Other General Government		\$0	\$0	\$0	\$0	\$0	\$0
Public Safety								
4210-4214	Police	05	\$1,594,827	\$1,580,251	\$1,758,792	\$0	\$1,758,792	\$0
4215-4219	Ambulance	05	\$51,500	\$62,793	\$67,500	\$0	\$67,500	\$0
4220-4229	Fire	05	\$835,169	\$788,757	\$863,754	\$0	\$863,754	\$0
4240-4249	Building Inspection	05	\$77,918	\$79,021	\$81,223	\$0	\$81,223	\$0
4290-4298	Emergency Management	05	\$11,756	\$12,401	\$14,272	\$0	\$14,272	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
Airport/Aviation Center								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
Highways and Streets								
4311	Administration	05	\$25,238	\$18,311	\$44,658	\$0	\$44,658	\$0
4312	Highways and Streets	05	\$785,208	\$768,162	\$634,433	\$0	\$634,433	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting	05	\$10,925	\$12,361	\$12,850	\$0	\$12,850	\$0
4319	Other		\$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)
Sanitation								
4321	Administration	05	\$358,541	\$367,382	\$381,435	\$0	\$381,435	\$0
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
Water Distribution and Treatment								
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
Electric								
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
Health								
4411	Administration	05	\$32,786	\$32,396	\$32,905	\$0	\$32,905	\$0
4414	Pest Control	05	\$15,417	\$13,700	\$15,556	\$0	\$15,556	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$15,167	\$15,167	\$0	\$0	\$0	\$0
Welfare								
4441-4442	Administration and Direct Assistance		\$0	\$0	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	05	\$16,750	\$4,061	\$10,000	\$0	\$10,000	\$0
Culture and Recreation								
4520-4529	Parks and Recreation	05	\$79,797	\$71,829	\$84,375	\$0	\$84,375	\$0
4550-4559	Library	05	\$217,417	\$217,417	\$226,924	\$0	\$226,924	\$0
4583	Patriotic Purposes	05	\$902	\$1,044	\$1,250	\$0	\$1,250	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
Conservation and Development								
4611-4612	Administration and Purchasing of Natural Resources	05	\$1,580	\$1,206	\$2,860	\$0	\$2,860	\$0
4619	Other Conservation		\$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 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)
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0
Debt Service								
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	05	\$1	\$0	\$1	\$0	\$1	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0	\$0	\$0
4903	Buildings		\$50,000	\$40,796	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out								
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
Total Proposed Appropriations			\$5,707,058	\$5,476,540	\$5,755,806	\$0	\$5,755,806	\$0

Special Warrant Articles

Account Code	Purpose of Appropriation	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)	
4915	To Capital Reserve Fund		\$0	\$0	\$0	\$0	\$0	\$0	
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0	
4916	To Expendable Trusts/Fiduciary Funds	09	\$0	\$5,000	\$5,000	\$0	\$5,000	\$0	
Purpose: Library Earned Time Accrual Expendable Trust Fund									
4916	To Expendable Trusts/Fiduciary Funds	10	\$0	\$60,000	\$60,000	\$0	\$60,000	\$0	
Purpose: Town Earned Time Accrual Expendable Trust Fund									
4916	To Expendable Trusts/Fiduciary Funds	12	\$0	\$50,000	\$50,000	\$0	\$0	\$50,000	
Purpose: Fire Vehicle and Equipment Expendable Trust Fund									
Special Articles Recommended					\$0	\$115,000	\$0	\$65,000	\$50,000

Individual Warrant Articles

Account Code	Purpose of Appropriation	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)	
4210-4214	Police	06	\$0	\$0	\$39,054	\$0	\$39,054	\$0	
Purpose: Full Time Police Officer									
4220-4229	Fire	13	\$0	\$0	\$66,000	\$0	\$0	\$66,000	
Purpose: Architectural and Engineering Fees For New Fire St									
4312	Highways and Streets	07	\$0	\$0	\$200,000	\$0	\$200,000	\$0	
Purpose: Road Improvement Projects									
4415-4419	Health Agencies, Hospitals, and Other	11	\$0	\$0	\$2,400	\$0	\$0	\$2,400	
Purpose: Human Services and Health Agencies									
4550-4559	Library	08	\$0	\$0	\$10,186	\$0	\$10,186	\$0	
Purpose: Second Year of Library Non Union Wage Plan Impleme									
Individual Articles Recommended					\$0	\$317,640	\$0	\$249,240	\$68,400

Revenues

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
Taxes					
3120	Land Use Change Tax - General Fund	05	\$1,300	\$6,000	\$6,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	05	\$6,665	\$5,000	\$5,000
3186	Payment in Lieu of Taxes	05	\$28,035	\$28,000	\$28,000
3187	Excavation Tax	05	\$3,597	\$3,500	\$3,500
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	05	\$36,169	\$32,574	\$32,574
9991	Inventory Penalties		\$0	\$0	\$0
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	05	\$1,460	\$1,450	\$1,450
3220	Motor Vehicle Permit Fees	05	\$1,705,893	\$1,595,000	\$1,595,000
3230	Building Permits	05	\$35,257	\$31,590	\$31,590
3290	Other Licenses, Permits, and Fees	05	\$32,637	\$30,400	\$30,400
3311-3319	From Federal Government	05	\$392	\$392	\$392
State Sources					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	05	\$434,101	\$434,101	\$434,101
3353	Highway Block Grant	05	\$201,394	\$201,000	\$201,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	05	\$151	\$159	\$159
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments		\$0	\$0	\$0
Charges for Services					
3401-3406	Income from Departments	05	\$25,365	\$13,208	\$13,208
3409	Other Charges		\$0	\$0	\$0
Miscellaneous Revenues					
3501	Sale of Municipal Property	05	\$2,400	\$500	\$500
3502	Interest on Investments	05	\$4,453	\$3,000	\$3,000

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
3503-3509	Other	05	\$18,189	\$3,619	\$3,619
Interfund Operating Transfers In					
3912	From Special Revenue Funds	05	\$3,234	\$2,500	\$2,500
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		\$7,376	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance	10, 13	\$0	\$126,000	\$60,000
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Total Estimated Revenues and Credits			\$2,548,068	\$2,517,993	\$2,451,993

Budget Summary

Item	Prior Year Adopted Budget	Selectmen's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended	\$5,395,953	\$5,755,806	\$5,755,806
Special Warrant Articles Recommended	\$99,974	\$115,000	\$65,000
Individual Warrant Articles Recommended	\$283,496	\$317,640	\$249,240
TOTAL Appropriations Recommended	\$5,779,423	\$6,188,446	\$6,070,046
Less: Amount of Estimated Revenues & Credits	\$2,398,247	\$2,517,993	\$2,451,993
Estimated Amount of Taxes to be Raised	\$3,381,176	\$3,670,453	\$3,618,053

Budget Committee Supplemental Schedule

1. Total Recommended by Budget Committee					\$6,070,046
Less Exclusions:					
2. Principal: Long-Term Bonds & Notes	4711	\$0			\$0
3. Interest: Long-Term Bonds & Notes	4721	\$0			\$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
7. Amount Recommended, Less Exclusions (Line 1 less Line 6)					\$6,070,046
8. 10% of Amount Recommended, Less Exclusions (<i>Line 7 x 10%</i>)					\$607,005
Collective Bargaining Cost Items:					
9. Recommended Cost Items (Prior to Meeting)					\$0
10. Voted Cost Items (Voted at Meeting)					\$0
11. Amount voted over recommended amount (<i>Difference of Lines 9 and 10</i>)					\$0
Mandatory Water & Waste Treatment Facilities (RSA 32:21):					
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
15. Bond Override (RSA 32:18-a), Amount Voted					\$0
Maximum Allowable Appropriations Voted At Meeting: (Line 1 + Line 8 + Line 11 + Line 15)					\$6,677,051