

Application Check List

_____ All questions have been answered. If a question does not apply, there is a zero or N/A.

_____ Three years of completed CPA Audits

_____ Most recent Fund Balance Policy

_____ Most recent Post Issuance Compliance Policy

_____ Additional debt schedules from Debt -1 Question 3 if necessary

NHMBB New Hampshire Municipal Bond Bank

The undersigned governmental unit (the applicant) hereby requests the New Hampshire Municipal Bond Bank to purchase the following described obligations of the applicant. This application shall not constitute a contract or a commitment to enter into a contract.

I hereby certify that the following information is true and correct to the best of my knowledge and belief.

Dated: _____

Signature of Authorized Official

Printed Name and Title

Loan Amount: _____ Term: _____ Level Principal or Level Debt: _____

PART I - GENERAL INFORMATION

1. Legal Name of Governmental Unit _____
2. County of which unit is located _____
3. Mailing Address ***Where you want all forms to go. Please do not provide a physical address and a PO Box.**

4. Prepared by: Name _____
Title _____
Phone Number _____
E-mail Address _____
5. Billing Contact Person (If Different):
Name _____
Title _____
Email Address _____
6. Law firm acting as Bond Counsel (at governmental unit's expense):
Name of Firm _____
Name of Contact _____
7. Local Depository Bank:
Name _____
Address _____

8. Auditing Firm: _____
9. Federal Tax ID# : _____

Name of Applicant:

PART I - GOVERNMENT INFORMATION

1. Are the governmental unit employees members of the NH Retirement System?

Yes

No

If No, please indicate any retirement plan which the employees are members of, and include a brief description listing the estimate of unfunded pension liability (if available).

2. Employees: No. of Full Time No. of Part Time

Police Department
Fire Department
Sewer Department
Water Department
Highway Department
Library
Parks & Recreation
Administrative
Other

TOTAL EMPLOYEES

*Excludes call personnel and other seasonal, temporary and casual labor.

3. Employee Relations:

Pursuant to New Hampshire RSA 273-A, all public employees in the State of New Hampshire have the right to organize and to bargain collectively with their public employers on matters of wages, hours, and other conditions of employment other than managerial policy.

The following identifies the labor organizations, their affiliations, the length of each contract and the date which the contract expires.

Organizations	Affiliation	Length	Contract Expiration
---------------	-------------	--------	---------------------

4. Governmental Unit's type of government:
Title of governing body (ex: Selectmen, Councilmen):

5. Does the town have an official seal:

Yes

No

Name of Applicant:

PART II - PROJECT DETAILS

Fill out each section for each project up to 3 projects. Scroll down for more sections.
If you are bonding more than 3 projects, please contact the Bond Bank.

If there are more than three projects, skip the next 3 pages and attach a list of each project with amounts and terms and we will send back a supplementary form to be completed.

1. Amount of Issue.
2. Describe purpose of issue.
3. Please give a brief detailed description of project:
4. How was the project authorized:
5. Date the project was authorized:
6. What is the impact of the proposed project on the local environment including air and water quality?
7. What specific considerations do you plan to take to reduce/improve the environmental impact of the project?
8. Does the project require an outside environmental review?
9. Were there any material objections to the project? If yes, please briefly explain.
10. Were other alternatives evaluated? If yes, please briefly explain.
11. Was this project mandated by the State or Federal Government?

Name of Applicant:

PART II - PROJECT DETAILS

Fill out each section for each project up to 3 projects. Scroll down for more sections.
If you are bonding more than 3 projects, please contact the Bond Bank.

Project 2

1. Amount of Issue:
2. Describe purpose of issue:
3. Please give a brief detailed description of project:
4. How was the project authorized:
5. Date the project was authorized:
6. What is the impact of the proposed project on the local environment including air and water quality?
7. What specific considerations do you plan to take to reduce/improve the environmental impact of the project?
8. Does the project require an outside environmental review?
9. Were there any material objections to the project? If yes, please briefly explain.
10. Were other alternatives evaluated? If yes, please briefly explain.
11. Was this project mandated by the State or Federal Government?

Name of Applicant:

PART II - PROJECT DETAILS

Fill out each section for each project up to 3 projects. Scroll down for more sections.
If you are bonding more than 3 projects, please contact the Bond Bank.

Project 3

1. Amount of Issue:
2. Describe purpose of issue:
3. Please give a brief detailed description of project:
4. How was the project authorized:
5. Date the project was authorized:
6. What is the impact of the proposed project on the local environment including air and water quality?
7. What specific considerations do you plan to take to reduce/improve the environmental impact of the project?
8. Does the project require an outside environmental review?
9. Were there any material objections to the project? If yes, please briefly explain.
10. Were other alternatives evaluated? If yes, please briefly explain.
11. Was this project mandated by the State or Federal Government?

Name of Applicant:

PART III - PROJECT DETAILS

12. Funding: **If there are more than 3 projects, skip question 12**

<u>Project 1</u>	<u>Project 2</u>	<u>Project 3</u>
Federal Funds	Federal Funds	Federal Funds
State Funds	State Funds	State Funds
City/Town Funds	City/Town Funds	City/Town Funds
This Loan	This Loan	This Loan
Other	Other	Other
Total Project Cost:	Total Project Cost:	Total Project Cost:

13. Amount of temporary debt issued in anticipation of this loan: **Write 0 if there was zero**

14. Type of temporary debt (example: BAN) :

15. Status of Project (dates): **Does not need to be exact. Ex: Spring 2026**

Architect/Study	Architect/Study	Architect/Study
Engineers/Study	Engineers/Study	Engineers/Study
Bids Awarded	Bids Awarded	Bids Awarded
Construction Start	Construction Start	Construction Start
Estimated Completion	Estimated Completion	Estimated Completion

16. Estimated date of final expenditure of bond proceeds (Funds should be expended within 3-years):

Name of Applicant:

PART IV - NEW & EXISTING DEBT

If there are more than 3 projects, skip question 1

Beginning January 1, 2025, All debt service payments will be required to paid by ACH/Wire

1. Proposed Maturity Schedule:

<u>Project #1</u>	<u>Project #2</u>	<u>Project #3</u>	<u>Total</u>
-------------------	-------------------	-------------------	--------------

Total Amount to be Bonded

Level Debt or Level Principal:

Term Requested (3-30):

Select Project Type:

2. Does the Town currently have any long-term outstanding debt?

3. Has the Town secured any new debt since your last audit? If yes, please list below provide explanation and debt schedule

***Last available audit. Ex: If that audit is 12/31/24, please provide debt schedules for all new debt since 12/31/24**

<u>Purpose</u>	<u>Type of Loan</u>	<u>Maturity Date</u>
----------------	---------------------	----------------------

4. Please provide the next 5 years of Debt Service Payments

<u>Principal</u>	<u>Interest</u>	<u>Total</u>
------------------	-----------------	--------------

2026

2027

2028

2029

2030

5. List short-term debt outstanding as of the date of this application.

<u>Item</u>	<u>Amount</u>	<u>Original Date of Issuance</u>	<u>Maturity Date</u>	<u>Legal Limit</u>
Taxes or Revenues				1 Year
Bonds				5 Years
Federal Aid				5 Years
TOTAL				

6. After this issue, what prospective financing (including advanced refunding) does the governmental unit anticipate? Please provide a copy of a capital improvement plan for the next five years, if available.

Name of Applicant:

PART V - OVERLAPPING DEBT

7. Overlapping debt: Indicate total long-term debt outstanding for each county, city or town, school district, water district, sewer district, or any other governmental unit for which the taxpayers of the applying governmental unit are liable. [The Bond Bank can assist with collecting the School District's Information](#)

If a Calendar Year End, as of 12/31/25

If a Fiscal Year End, as of 6/30/25

<u>Governmental Unit</u>	<u>Outstanding Bonded</u>	<u>Applicant's Percent Of Outstanding Debt</u> <small>(Ex. 1.23% - Type 0.0123) (Ex. 23.75% - Type 0.2375)</small>	<u>Applicant's Share Of Outstanding Debt</u>
School District:			

Village Districts or Precincts:

TOTALS

8. **Town - Capital Lease :**
Lease Purchase agreements or other financing agreements supported by general fund revenues:

<u>Obligation</u>	<u>Original Amount</u>	<u>Maturity Date</u>	<u>Amount Currently Outstanding</u>
-------------------	------------------------	----------------------	-------------------------------------

Name of Applicant:

PART VI - DEBT LIMITS

7. Indicate type of debt limit this issue comes under: **General, Water, Sewer, Other**
8. Base valuation for debt limit: **Can be found here under reports by year: <https://www.revenue.nh.gov/about-dra/municipal-and-property-division/property-bureau/equalization>**
9. Long-term debt limit and margin: List principal only, do not include interest. **If a Calendar Year End, as of 12/31/25 If a Fiscal Year End, as of 6/30/25**

<u>Type</u>	<u>Limit</u>	-	<u>Current Debt Outstanding</u>	-	<u>This Issue</u>	-	<u>Authorized But Unissued Debt</u>	=	<u>Margin</u>
General	3%								
Water	10%								
Sewer	N/A	N/A							N/A
Other	N/A	N/A							N/A
Overlapping Debt (School & Village)	9.75%				N/A		N/A		

10. Long-term Debt:

Total Bonds Outstanding:

Total Bond This Issue:

GROSS LONG-TERM DEBT:

Less: Revenue Supported (Principal Only)

Water

Sewer Reimbursement

Other Aid

NET LONG-TERM DEBT:

This section will be tied out to the last available audit and any new debt schedules that have been provided.

Break out water and sewer debt from general purposes.

The audit will likely list any authorized but unissued debt if you are unsure whether or not your community has any.

Name of Applicant:

PART VII - TAX INFORMATION

1. Valuation for the last five years:

<u>Year</u>	Local Assessed <u>Valuation</u>	State Equalized <u>Valuation</u>
	Local Assessed Valuation can be found at: https://www.revenue.nh.gov/about-dra/municipal-and-property-division/municipal-and-property-reports/municipal-and-village	State Equzlized Valuation can be found here under reports by year: https://www.revenue.nh.gov/about-dra/municipal-and-property-division/property-bureau/equalization The latest year is often unavailable at the time applications are due. Leave blank or add a 0

2. Tax Information: Please indicate the amount of taxes uncollected by calendar each year end and the amount of uncollected and unredeemed taxes as of the date of this application:

<u>Last 5 Years</u>	Local Tax <u>Rate</u>	Net Property <u>Tax Levy</u>	Amount Uncollected at each <u>Calendar Yr End</u>	Amount Uncollected to date <u>(Including Liens)</u>
			Even as a Fiscal YE community, this information is amount uncollected at <u>Calendar Year End</u>	If the amount uncollected at year end or uncollected to date is high, please feel free to add any commentary

Effective date of last revaluation:

Anticipated date of next revaluation:

3. Please indicate any significant changes in the tax base over the past five years:

Name of Applicant:

PART VIII - ECONOMIC INFORMATION

4. List the ten largest taxpayers in ranking order:

	<u>Name</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Total Assessed Valuation:

5. Please indicate any of the 10 largest taxpayers listed above that have been delinquent in paying property taxes more than 90 days after the due date during any one or more of the last three years:

<u>Entity</u>	Is the Entity Currently Delinquent?	
	Yes	No

6. List the five largest employers that have over 10 employees:

	<u>Name</u>	<u>Type of Business</u>	<u>Number of Employees</u>
1			
2			
3			
4			
5			

Name of Applicant:

PART VIII - ADDITIONAL INFORMATION

7. Building permits issued for the last five years:

<u>Year</u>	<u>Numbered Issued</u>	<u>Total Value</u>
-------------	----------------------------	------------------------

The Town does not track
the value of the projects.

8. Does your community have any mandates for projects (i.e. water & sewer) that are not yet authorized, but will involve incurring significant new debt if passed?

If Yes, please attach a brief description of the project, estimated costs, and the schedule.

9. Are there any other factors, including pending law suits, that have occurred since the date of your last annual report or financial statements that might significantly affect your revenues, expenditures or overall financial condition?

If Yes, please attach a detailed explanation to this section.

10. Has your municipality experienced any cybersecurity breaches?

If so, was there a financial loss?

11. What efforts have been made to protect Security Systems?

12. Does your community have any environmental issues that could effect future operating revenues?

If Yes, please attach a detailed explanation to this section explaining what the environmental issues are and what efforts have been made to mitigate the risks.

13. Please provide a description of the community with regard to its size, location, economy, and any important or unique qualities it may have:

14. Please enclose the last three years of financial annual audits.

15. Do you have a Post Issuance Compliance Policy?

16. Do you have a Fund Balance Policy?