
Allenstown Municipal Budget Committee Meeting Minutes

Thursday, October 25th, 2018

6:00 P.M.

Community Center

8 Whitten Street, Allenstown, NH

Attendees: Dave Coolidge, Ryan Carter - BOS Rep, Tiffany Ranfos, Jeffrey Venegas, Keith Klawes, Chad Pelissier; Melaine Boisvert; Carol Angowski; Deb Carney; Ron Cox; Kris Raymond – School Board Rep.
Derik Goodine – Town Administrator
Debbie Bender – Finance Director

Absent/Vacancies: 3 open positions on the board

- **Call To Order** - 6:06pm
- **Introductions**
- **Review of Minutes**
 - April – Motion to approve: Mr. Coolidge; Second by Mr. Pelissier. **All in favor - approved.** Mrs. Boisvert abstained.
 - September – Motion by Mrs. Ranfos; Second by Mrs. Carney. Discussion on draft minutes being verbatim and showing many sentences taken out of context from the actual meeting discussion. **Discussion on many edits and changes needed to be done to the draft by Mr. Klawes, Chair.** Motion needed to be withdrawn. Mrs. Ranfos withdraws her motion. Ms. Angowski motions for tabling to next meeting with a second by Mr. Cox. **All those in favor of tabling – approved.**
- **State of the Town** – Mr. Carter. *PAVING:* Whitten Street paving is finished. Mt. Delight road paving is finished and came under budget so they did an extra portion of the road. *PURCHASE AND SALE – HOLIDAY ACRES:* Holiday Acres Purchase & Sale (P&S) ran out. After much information gathering, the BOS decided not to extend the P&S. That sale will not go through so the expansion of mobile homes will not proceed. Question on why the P&S agreement didn't go through from Mrs. Boisvert. Mr. Carter said the original plan of 240 units differed from Town Zoning only allowing 100 units. So, the scale shrunk significantly, and the BOS felt it wasn't beneficial to the town. Mr. Cox asked if the land would be put back up for Sale – Mr. Carter confirmed yes, at some point. Mrs. Boisvert asked if we are actively marketing that land? Mr. Carter said not at this time, because the P&S Agreement was still in effect and will expire soon. Mrs. Carney asked if the strain on resources was more than the town could take on? Mr. Carter said projected revenues seemed very high to the BOS with the new proposal of 100 units. Discussion on the zoning laws with houses and mobile homes on its own land ensued. *LINCOLN STREET LAND SWAP:* Lincoln Street land Swap to create hammerhead type of road dead end design was approved. The land owner is building hammerhead design of the road and incurring the cost. *CODE ENFORCEMENT:* The

Police Dept does code enforcement here in town. Example: Junk yards; people putting trailers on properties that they shouldn't. Lt. Stark and Chief Paquette have taken the lead and following up with the issues. Process: Direct phone call to Police. The old Fire Chief formerly had several hats which included Code Enforcement. We have a new Health Officer. We have a new Building Inspector is onboard and bills per inspection. Discussion ensued on Fee Schedule. *REMINDER ON ELECTIONS*: Election is November 6th.

FINANCE OVERVIEW – Ms. Bender –Preliminary Tax Rate that came out yesterday from DRA. New tax rate: \$30.15. The good news is that the Town has Retained Earnings so money that hasn't been spent and rolls into Fund Balance. DRA has Min and Max recommendation and Max is 17%. Our Fund Balance 19.95% so we had approximately \$200K over the maximum, so this got presented to the BOS on needs. We need a ReValuation Capital Reserve Account – every 5 years we are mandated to go through this, and we know how much it will cost, so let's put reserve in for that so we don't have to budget for it. EDC has some really good ideas to improve the town but no budget, so we recommended to BOS to put a Reserve for that. \$56K has been voted to return back to the town. Tax Bills will be coming out soon. Mrs. Boisvert – question on Unrestricted Fund Balance – What is it attributed to? Ms. Bender said you always want Unrestricted Fund Balance so you never go into a Deficit. Mr. Goodine said we need it to even out Cash Flows since we only have 2 tax collection rates per year and you don't want to borrow. Ms. Bender said you still have enough in that Unrestricted Reserve Fund for next year's tax rate.

Discussion ensued on a Capital Improvement Plan that is a coordinated effort between Town and School. Mr. Pelissier commented that might be done at the Planning Board Level. **Mr. Pelissier had the action item to talk to Matt Monihan from NH Planning.**

- **State of the Schools** – Mrs. Raymond. *ALLENSTOWN ELEMENTARY*: Allenstown Elementary has a new principal – Ms Ginelle Czerula. Ms. Czerula was formerly a Dean of Students at Pembroke Academy. She was formerly an Assistant Principal at Franklin Schools before Pembroke Academy. Ms. Czerula is well respected by her peers as they came to bring her flowers and coffee on her first day before school opened. Ms. Czerula had a really nice article and photos in the August 29 edition of the Concord Monitor regarding how the school was dealing with the extreme heat we experienced in the first week of school. The PTO helped to get the word out that the schools needed fans for those first 2 weeks as classroom temperatures hovered in the 90's. Many fans were supplied to the schools from parents.

Allenstown Elementary will be fully up to speed with Blizzard Bags this year. We had a gap last year in that only Armand Dupont launched the Blizzard Bag system for days that school was cancelled for snow. Blizzard bags are schoolwork the children have to complete at home on a cancelled day and if we have a certain percentage of completion, we get credit served as a school day. This system is used in many schools throughout New Hampshire as a means of not having school years extend late in June. It is a DoE approval that the schools have to go through to be eligible for Blizzard Bag status. Kindergarten is now seeing 20 students in each class. Allenstown School District does not have Regular Paraprofessional Assistants in the classrooms. We only have SPED

Paraprofessionals who are dedicated to identified SPED students. The School Board just approved the hiring of two .5 FTE's for regular Paraprofessional Assistants to help the Kindergarten Teachers.

STUDENT POPULATION GRADE REPORT: Student Population by Grade Report was reviewed. Mrs. Raymond gave Oct 2016; Sept 2017; and Sept 2018 student population figures to show trend.

ARMAND DUPONT: Armand Dupont is still advancing phenomenally under the second year of leadership with Mrs. Kruger, ARD Principal. Mrs. Raymond reported touring ARD 3 weeks ago during the school day and it was amazing how quiet; how respectful; how focused the staff and kids are. Mrs. Raymond encouraged the MBC to go tour ARD at any time; Mrs. Kruger will be glad to host anyone.

In August, Armand Dupont hosted the second Active Shooter Drill for 2 days. Mrs. Raymond gave the reminder to the MBC that last year AES hosted the first Active Shooter Drill. This was attended by several different towns. Both Fire and Police sent attendees for training. Mrs. Raymond reported that she participated in this year's training on Day 2.

NH PARTNERS IN EDUCATION: October 26, 2018, Detective Dawn Shea of the Allenstown Police Dept is being recognized by the New Hampshire Partners in Education with a Blue Ribbon Award. The Blue Ribbon Award Recognizes the extraordinary efforts of school volunteers for the achievements realized during the previous school year. In Addition to Dawn's Blue Ribbon Award, Allenstown Police Department and Allenstown Fire Dept are being recognized as Gold Circle Award recipients. NH Partners in Education is an organization that works to recognize volunteer efforts; create bridges between business and community. The ceremony is at the Grappone Center in Concord with breakfast being served. Allenstown has 2 tables with several participants going tomorrow.

COMPETENCY BASED EDUCATION – Mr. Motika, the Curriculum and Instruction Director hired at the SAU has been the most incredible leader with getting all 5 SAU's up and running with Competency Based Education with this 18/19 School Year. The SAU53.org website has a page for Competency Based Education materials and videos that Mr. Motika has created. He's done five short, 3-5 minute videos that walk you through exactly what competency based education is. The videos are really incredible and Mrs. Raymond encouraged the MBC to go view them. All New Hampshire schools must be on Competency Based Education by 2020. SAU53 was part of the Tier 1 DoE cohort of schools to implement, and we are successfully there, so we are way ahead of other NH schools that have yet still to implement.

19/20 BUDGETS – review by the School Board this past Monday, 10/22/18. School Board will be voting on them at our Monday, November 19th meeting. We won't be going line by line like we did 10/22/18, but you're more than welcome to attend.

- **Review of Expenditure and Revenue Reports**

- Town – 2017 reports are final. Town expenditures for 2017 ended up being .27% left from the budget. Auditors have already gone through. No big discrepancies. 2017 Revenue was ahead.

- 2017 Sewer Budget has to reconcile their expenses in tandem with Pembroke. There is a sending to Pembroke / receiving from Pembroke analysis. Pembroke overpaid, so Sewer had to send a check to Pembroke. This results in sewer expenses always showing no major variance at the end of the year.
- 2018 Town Expenditures: Mrs. Ranfos question on the Finance Audit – we haven't paid the whole bill? Ms. Bender said no. Mr. Cox question on if money is set aside for Holiday Acres P&S contested with a lawsuit. Mr. Carter said there is still money available for Legal Services should we need it. Mr. Klawes: Page 6 of 2018 Expenses – Welfare Misc 01.442.10.800 – 242 % over. Ms. Bender said the Welfare Services Coordinator has gone to trainings. Reminder this is a default budget. Ms. Bender mentioned that there is help for people besides Food and Rent, eg: Cell Phone; Transportation. There wasn't a line item for that, but she's started to record things more correctly so that in the 2019 Budget, we'll show a budget that more accurately reflect actuals. Question on if that means the budget will be overspent? Ms. Bender said, no, the Welfare Director is well aware of her total budget. Discussion ensued on how the Welfare Program works. Mrs. Boisvert – do we get recoveries from Welfare? Mr. Goodine - yes. One of the things the Town will do is to put liens on assets – Eg: Town pays Security Deposit on an apartment – that comes back to the town. Mechanic Liens on Vehicles that we fix – the town will get paid back. Mr. Goodine clarified that this assistance is a type of loan that people do have to pay back. Ms. Bender state we get State Reimbursement as well.

Mr. Klawes comments it looks like 25% of funds not spent and we still have 10 weeks left to the end of the year. Ms. Bender says there are things still to be expended. 4324 department code – Solid Waste Collection (Casella) and Disposal – 27K and 12K balances – there are 4th Quarter bills still to be paid. Several timing instances.

Ms. Angowski - Fire Department – balance is \$29K left to spend. Ms. Bender commented that because we're working on Default, that defers back to when we had more Full Time than Part Time and in actuals we're using a Part Time Chief. The lines don't get readjusted in Default. End result is that Bottom Line the budgets will be close to zero.

Mr. Klawes – Fire Department - why is the food budget over and what are they buying food for? Ms. Bender said it's general food. Mr. Klawes question on uniforms are over – why? Ms. Bender said it is over and we have it budgeted more appropriately for 2019. These are dress uniforms; formal whites; gloves. Ms. Bender said it's also the Daily Uniform. Ms. Bender is uncertain on exactly what type of uniform they bought.

Mrs. Boisvert question on the Expense Report columns. The G/L Budget – is that the amount we approved last year? Or was it what the town voted on? Ms. Bender said it's the Default that was voted on by the town.

2018 Town Revenues – Mr. Klawes question on why there is no budget in the Taxes so the reports look a little off. Discussion that there is never a budget for Taxes.

- **School** – 17/18 Report: School returned back \$422K to the town.
Discussion ensued on why the school is returning back so much to the town each year, plus asks for increases in subsequent year budgets. Mrs. Raymond reported that when we calculate default budget in October, it is for what the school knows for needs at that point in time. By the time that the budget is voted on the following March, reminder that the School Year is a Fiscal Year. The school doesn't see actual expenses coming through until August and September. Therefore, it is almost a ONE YEAR gap between when the default gets done until actuals start coming through that shows actual student expenses. This is a long time between when you plan the budget and when you get actual school expenses.
The second question on why didn't the school board spend more in surplus so that the \$422K was used more fully by the school: Mrs. Raymond explained that Surplus discussions happen in June Meeting. At that June meeting, the Business Administrator pulls a total expenses report that is trying to assess all encumbrances and PO's for the remainder of the school year expenses. That number that the School was basing on Surplus discussion was approximately \$300K. Mrs. Raymond explained that \$100K of surplus was already slated for: Feasibility Study - \$24K; Warrant Articles passed in March - \$40K; PA Student Tuition payment trueup - \$27K. That means that almost \$100K of the surplus was used, leaving the school board to decide on \$200K. The school board decided to spend \$50K at AES and \$50K at ARD leaving \$100K left of surplus that we decided to give back to the town. Then, in July, August, and September, the Business Administrator closes out all PO's; all SPED expenses get paid; all Revenues come in. In those 3 months after June of closing out the books, it showed more surplus. The school board has to decide on surplus in June to encumber the PO's, so we cannot have any more surplus discussion after June.
- **Sewer** – see above discussion on Sewer.
- **Trust Funds** – Mrs. Raymond questioned that the school warrant articles are not showing for the \$20K each. Ms. Bender to email SAU Business Administrator on when the funds were transferred to the Trust Fund.

- **New Business**

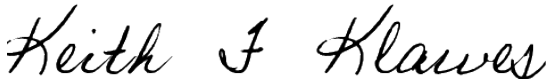
- Dates of Bud Comm. meetings for budget proposals/review
 - Nov. 1 (Police or Fire)
 - Nov. 8 (Police or Fire)
 - Nov 15
 - Nov 29 (School – TBD)
 - Dec 6 (School – TBD)
 - Dec 13
- **Meeting Adjournment:** Motion by Mr. Carter and second by Mrs. Carney – meeting adjourned at 8:37.
- Next Meeting – Nov 1.

- Meetings may be taped audibly and or by video for the purpose of written minutes.
Special accommodations for individuals with disabilities are available upon request

(Americans With Disabilities Act of 1990).

TOWN OF ALLENSTOWN
Budget Committee
16 School Street
Allenstown, New Hampshire 03275

Signature Page

Original Approval:	
	11/13/2018
KEITH KLAWE, CHAIRMAN	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	KEITH KLAWE, CHAIRMAN	DATE

Signature Certificate



Document Reference: RDYKDMJAJ3HWM9DVRSBAW5

RightSignature
Easy Online Document Signing



Keith Klawes

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Electronic Signature:

Keith J Klawes

Multi-Factor
Digital Fingerprint Checksum

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Timestamp

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2018-11-13 16:24:53 -0800

2018-11-13 16:22:47 -0800

2018-11-02 11:58:14 -0700

Audit

All parties have signed document. Signed copies sent to: Keith Klawes and Derik Goodine.

Document signed by Keith Klawes (chefkk@comcast.net) with drawn signature. - 24.34.66.143

Document viewed by Keith Klawes (chefkk@comcast.net). - 24.34.66.143

Document created by Derik Goodine (dgoodine@allentownnh.gov). - 64.222.96.214



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