

TOWN OF ALLENSTOWN  
Budget Committee  
16 School Street  
Allenstown, New Hampshire 03275  
January 17, 2015

**Call to Order.**

The Allenstown Budget Committee Meeting for January 17, 2015 was called to order by the Chair at 9:00 am.

**Roll Call.**

Present on the Board: Dave Coolidge, Jason Tardiff, Dave Eaton, Keith Klawes, ~~Melanie~~ Melaine Boisvert, Tom Irzyk, Stephanie Tallini, and Deb Carney.

Excused: Mike Frascinella, Jerry McKenney, Carol Angowski, ~~Stephanie Tallini~~, and Chris Lavalley.

**Others Present.**

Residents of Allenstown: Richard Merrill, Carol Merrill, Sandy McKenney, Debbie Lee, Armand Verville, Claudette Verville, Jen Klawes, Robin MacAfee, James Boisvert, and Judy Silvia.

Others Present: Carl Schaefer, School Board; Peter Aubrey, SAU #53; Jody Moore, School Board; Thomas Gilligan, School Board; Mark Dangora, ARD Principal; Karen Guercia, Assistant Superintendent SAU 53; Anthony Blinn, AES Principal; Gail Paludi, Superintendent SAU 53; David Eaton, Budget Committee; David Coolidge, Budget Committee, Stephanie Tallini, Budget Committee; Tom Irzyk, Budget Committee; Deb Carney, Budget Committee; Keith Klawes, Budget Committee; and Melaine Boisvert, Budget Committee.

Other Public Officials: Larry Anderson; Sewer Commission; Jeff Backman, Sewer Commission; Carl Caporale, Sewer Commission; Andrea Martel, Sewer Commission; and Dane Clement, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Joyce Welch, Health Officer; Dana Pendergast, Fire Chief; Paul St. Germain, Deputy Fire Chief; Donna Severance, Assessing Clerk; Paul Paquette, Police Chief; Cyndi Hetu, Minutes Clerk; and Ron Pelissier, Road Agent.

Mrs. McKenney asked for an overview of the budget.

Mr. Irzyk read the warrant article for the School Budget which stated;

“Shall the Allenstown School District vote to raise and appropriate as an operating budget, not including appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$9,499,224? Should this article be defeated, the operating budget shall be \$9,505,993 which is the same as last year, with certain adjustments required by previous action of the Allenstown School District, or by law, or the governing body may hold one special meeting in accordance with RSA 40:13 , X and XVI, to take up the issue of a revised operating budget only.”

Mr. Irzyk explained they were able to come in at a 2.64% decrease (\$257,444) from the default budget of \$9,756,468 for a total proposed budget of \$9,499,224. He stated the SAU budget cost overall for the five districts was \$1,511,505. He explained 84.4% of the budget is made up of salaries and benefits. He explained the utilities and facilities are up 5.3% based on current cost increases in the market.

Mr. Irzyk summarized a list of increases to the budget such as SPED transportation, health and retirement, medical insurance, NH retirement system, and FICA, unemployment, workman’s compensation driven by salaries.

Mrs. McKenney asked Mr. Irzyk to explain the increases. Mr. Irzyk stated the increases were due to the revenues from the state. Mrs. Merrill asked how much funding they get from the state. Mr. Irzyk referred to the breakdown on page three of the School budget which listed the state revenues. He explained the state revenues continue to decrease each year which is why they have increases in overall budget line items.

### **Public Hearing on the 2015 Town Budget**

Mr. Mulholland gave an overview of the town budget and read the town warrant article which stated:

Shall the Town of Allenstown raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,847,352. Should this article be defeated, the default budget shall be \$3,933,407. which is the same as last year, with certain adjustments required by previous

action of the Town of Allenstown or by law, or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operations budget only. Passage of this article has an estimated tax rate impact of approximately \$0.28 cents per thousand dollars of assessed value.

NOTE: This warrant article (operating budget) does not include appropriations in ANY other warrant article.

Recommended by the Board of Selectmen. Recommended by the Budget Committee.

Mrs. Klawes asked if Chief Pendergast is responsible for the Ambulance Budget. Chief Pendergast stated the Director of Tri-Town EMS is responsible for that.

Mrs. McKenney asked about the difference between the Select Board budget and the default budget. Mr. Mulholland discussed the majors changes in the Select Board budget from the default such as legal expenses from litigations, cemetery budget, and the parks and recreation.

Mrs. Klawes asked about the Capital Outlay Highway Truck lease. Mr. Mulholland stated that is the Highway Truck which was voted in last year and this is the first year for payment.

Mrs. McKenney asked about the increase in PT Admin Payroll for the Building Inspector budget. Chief Pendergast explained it was to cover the cost of a part-time administrative assistant for filing of permits, sending out letters, handling phone calls and other tasks as necessary. He also explained the administrative assistant would work part time for the Fire Department. There was further discussion as to the necessity of the part-time administrative assistant.

Mrs. McKenney asked about the EDC budget and why there was nothing in it. Mr. Tardiff stated they tried to get that up and running a couple of years ago and there hasn't been enough interest. He also stated \$1,500 isn't very much for the committee to be able to do anything with and if they increase that line it will increase the budget which there has been complaints about doing so.

Mrs. Silvia asked about the \$45,000 grant and what it was for. Mr. Pelissier stated they were getting a grant for the Highway Department and it was a 50% match grant.

Mr. Boisvert asked about the Safe Routes to School project. Mr. Mulholland stated they are in phase two of the Safe Routes to School project. He explained they are waiting on final comments so they can move forward and hopefully begin the project later this year.

Mrs. McKenney asked about the warrant articles. Mr. Mulholland stated they were going to discuss them later on.

Mrs. McKenney asked about the Executive budget having an increase in the town report printing. Mr. Mulholland stated the qualities of the town reports have not been very good in the past and they have tried to work with the printing company on the issues with no resolve. He stated they had done RFPs for the printing and found another company and better product to use.

Mrs. McKenney asked about the increase to the payroll processing fees in the Finance Budget. Mr. Mulholland stated they changed payroll service providers so the increase reflects the new contracted price.

Mrs. McKenney asked about the increase in legal services. Mr. Mulholland stated they have the Allenstown Aggregate, railroad sewer line issues and other legal fees coming up. He stated they are very confident of the outcome of the Allenstown Aggregate and assuming they win, they will recoup all their expenses back.

Mrs. McKenney asked about the general supplies line in the Highway Budget. Mr. Pelissier stated they are not supposed to use the Prison help line and simply moved it to the general supplies line. Mr. Mulholland explained the budget had not previously been codified appropriately and they changed it this year. He stated by changing the codes to the correct lines, they can easily determine the total town cost to a particular line item.

Mrs. McKenney asked about the increase to the Parks & Recreation budget. Mr. Mulholland explained it was because of the new building. He stated they had some maintenance expenses this previous year they weren't expecting including the deck recently collapsing.

### **Sewer Commission Operating Budget**

Ms. Martel gave a brief overview of the Sewer Commission Operating Budget.

### **Warrant Articles**

Mr. Mulholland summarized the warrant articles and asked if there were any questions on the articles. The warrant articles discussed included the Sewer Bond, Highway Capital Reserve Fund, Landfill Capital Reserve Fund, Fire Safety Equipment Capital Reserve Fund, Solid Waste Vehicle Capital Reserve Fund, and Cemetery Facilities.

Mrs. Boisvert asked about the percentage of the forgiveness for the Sewer bond. Mr. Clement stated it is only 50% forgiveness.

Mr. Mulholland explained that the town had been “buying back taxes” for several years and within the last few years they stopped doing it. He explained “buying back taxes” concept which is when the town writes a check to pay bills on the premises that there is tax money due to them which hasn’t come in yet. He stated the problem with this is the anticipated funds don’t always come in when they are supposed to and when they finally do come in it creates a surplus in the following year.

Mr. Mulholland explained they want to take that surplus of \$160,000 for 2014 and split it among the Highway Department Capital Reserve Fund and the Fire Safety Equipment Reserve Fund for future expenses.

Mrs. Silvia asked what they would use the surplus for in each of the Capital Reserve funds. Chief Pendergast stated they are in need of purchasing new LifePaks and these funds would help in being able to do so. Mr. Pelissier stated they would use it for the Highway Garage.

Mrs. McKenney asked what the Landfill Capital Reserve Fund warrant article was for. Mr. Mulholland explained with the new trash removal and recycling contract with Casella, they no longer need the Solid Waste Vehicle Capital Reserve Fund and they are simply looking to move the funds from that account to the Landfill Capital Reserve Fund. He stated in order to do this, the residents need to vote to discontinue the Solid Waste account and appropriate the funds to the Landfill account.

### **Joint Meeting with Select Board**

The Chair called the Select Board to order at 10:55am.

### **Review and approve the final version of the 2015 Town Meeting Warrant.**

Motion. Mr. Tardiff made a motion to recommend the Sewer Warrant. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Mr. Mulholland explained Warrant Article 23 was to make the Town Administrator an elected official.

Motion. Mr. Tardiff made a motion to not recommend Warrant Article 23. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mrs. Boisvert made a motion to recommend the Sewer Bond. Mr. Irzyk seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton – Yes; Mr. Coolidge – Yes; Mr. Klawes – Yes; Mrs. Boisvert – Yes; Mrs. Carney – Yes; Mr. Irzyk – Yes and Mrs. Tallini – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to recommend the Sewer Bond. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mrs. Boisvert made a motion to approve the MS-27. Mr. Klawes seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton – Yes; Mr. Coolidge – Yes; Mr. Klawes – Yes; Mrs. Boisvert – Yes; Mrs. Carney – Yes; Mr. Irzyk – Yes and Mrs. Tallini – Yes. The Chair declared the Motion passed.

Mr. Mulholland distributed copies of the MS-737S to the Budget Committee members and explained by signing off on it they were verifying the amount of revenues and the form was correct.

Motion. Mr. Klawes made a motion to approve the MS-737 for 2015. Mrs. Boisvert seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton – Yes; Mr. Coolidge – Yes; Mr. Klawes – Yes; Mrs. Boisvert – Yes; Mrs. Carney – Yes; Mr. Irzyk – Yes and Mrs. Tallini – Yes. The Chair declared the Motion passed.

Motion. Mrs. Carney made a motion to adjourn. Mrs. Tallini seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton – Yes; Mr. Coolidge – Yes; Mr. Klawes – Yes; Mrs. Boisvert – Yes; Mrs. Carney – Yes; Mr. Irzyk – Yes and Mrs. Tallini – Yes. The Chair declared the Motion passed.

The Chair declared the budget committee adjourned at 11:05am.

TOWN OF ALLENSTOWN  
BUDGET COMMITTEE  
MEETING MINUTES  
January 17, 2015

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**Signature Page**

<b>Original Approval:</b>	
 DAVID EATON, CHAIRMAN	2/8/2015 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
Page 1: Roll call: added Stephanie Tallini to present ; changed 'Melanie; to 'Melaine' Remove Stephanie from excused list	 DAVID EATON, CHAIRMAN	2/8/2015 DATE

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