

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

Call to Order.

The Allenstown Budget Committee Meeting for April 16, 2015 was called to order by the Chair at 6:00pm.

Roll Call.

Present on the Board: Dave Eaton, Keith Klawes, David Coolidge, Mike Frascinella, Chris Lavalley, Melaine Boisvert, Carol Angowski, Tiffany Ranfos, and Jeff Gryval.

Excused: Deb Carney

Unexcused: Tom Irzyk and Stephanie Tallini

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator.

Election of officers

The Chair stated they have two openings on the Budget Committee. He stated he spoke to Mr. Bissonnette who is interested.

Motion. Mr. Coolidge made a motion to appoint Dave Eaton as Chair of the Budget Committee. Mr. Klawes seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton-Abstained; Mr. Klawes- Yes; Mr. Coolidge – Yes; Mr. Frascinella – Yes; Mr. Lavalley– Yes; Mrs. Boisvert – Yes; Ms. Angowski – Yes; Mrs. Ranfos – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

Motion. Mr. Coolidge made a motion to appoint Keith Klawes as Vice Chair of the Budget Committee. Mr. Frascinella seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Klawes- Yes; Mr. Coolidge – Yes; Mr. Frascinella – Yes; Mr. Lavalley– Yes; Mrs. Boisvert – Yes; Ms. Angowski – Yes; Mrs. Ranfos – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

Mr. Frascinella asked what the secretary duties are. The Chair stated the secretary takes the notes and then sends the recording off to Mrs. Hetu. He stated this year Mr. Mulholland is going to get the recordings to Mrs. Hetu.

Motion. Mr. Coolidge made a motion to appoint Mike Frascinella as Secretary of the Budget Committee. Mr. Lavalley seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Klawes- Yes; Mr. Coolidge – Yes; Mr. Frascinella – Yes; Mr. Lavalley– Yes; Mrs. Boisvert – Yes; Ms. Angowski – Yes; Mrs. Ranfos – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

Community Center Project update

Mr. Gryval thanked the Budget Committee members for their hard work last year was one of the smoothest budget years they have had and the end result was good for the town. He stated he is looking forward to having new members this year.

Mr. Gryval stated Ms. Walker isn't as familiar with the budget process from the Select Board end as Mr. Tardiff and he are. He stated the reason she wanted to be here tonight was to get more familiar with the process. The Chair stated when there is a majority of the Select Board present they have to post it as a meeting.

Mr. Gryval stated they signed a three year contract for electrical power. He stated Mr. Mulholland was able to get them a good rate moving forward. Mr. Mulholland stated they use Standard Power who is a consultant and they play the market. He stated they also wanted to make sure when the contract ends it will be at the right time of year for negotiating a new contract. He stated over the long term they think they will save a considerable amount of money.

Mr. Klawes asked if this covers street lights, the town hall, Fire Station, Police Station and the school. Mr. Mulholland stated the school does their own contract but it covers everything else. Mr. Klawes asked if it is the type of contract in which they sell back the hours they don't use. Mr. Mulholland stated it is not and they only pay for what they actually use. Mr. Lavalley asked how

consistent they are with the kilowatts per year. Mr. Mulholland stated it depends on how the summer or winter is.

Mr. Gryval stated they are also working with the Sewer Department on new Accounts Payable software which will help them track things better.

Mr. Gryval stated for large projects the Road Agent is planning on a few paving projects. He stated the Safe Routes to School project will be extending sidewalks and the Road Agent will be doing work at the Chester Turnpike intersection.

Mr. Gryval stated Mr. Mulholland will give them a presentation with the Boys and Girls Club and they are hoping for groundbreaking in August. He stated along with the project the Road Agent will be doing some work along Reynolds Ave.

Mr. Frascinella asked about the project being done on the far end of River Road. Mr. Gryval stated it was identified last year but they didn't have time to do it then so they encumbered it into this year.

Ms. Angowski asked if the Boys and Girls Club is the one the Concord Monitor had an article on the other day. Mr. Gryval stated he hasn't seen the Monitor however Mr. Mulholland will be giving a presentation and can answer any questions. He stated they had a Public Hearing with the Planning Board last night regarding the Boys and Girls Club.

Mrs. Boisvert asked if there was a lot of opposition from the abutters. Mr. Gryval stated there was one resident who was not happy about them cutting down trees on their own property.

Community Center Project Presentation

Mr. Mulholland stated the plan was put together by Hoyle, Tanner and Associates and they have a coalition project team working on this. He stated the project is \$2.2 million. He stated they have two Community Development Block Grants each \$500,000, \$560,000 from CDFA tax credits and donations which make up a lot of it. He stated they have \$9,000 in the Capital Reserve Fund which was pegged for building a new roadway into the park.

Mr. Mulholland showed the members a profile of the building which will be two levels. He stated they will be using it as the polling place, emergency shelter, Deliberative sessions and other committee meetings. He showed the members the plan which the Planning Board approved last night. He also explained some of the repaving and replacing of sidewalks the Road Agent will be doing.

Mrs. Boisvert asked what the total capacity for the building is. Mr. Mulholland stated he doesn't know what the fire capacity is however there is a licensing requirement for a daycare and even

though the Boys and Girls Club doesn't have to meet it they will. He stated the requirement is 140 children. He stated the cafeteria will seat 76 people and if they take the tables out they can seat over 100 people.

Mr. Mulholland showed the members the new drainage plan for the Community Center. He stated they are going to update it to a 15 inch pipe. He stated they will be replacing all of the pipes behind the Fire Station as well.

The Chair asked if there is going to be a buffer between the residents' property and their property. Mr. Mulholland stated there is a fence which belongs to the property owners which is on the town's land.

Mr. Mulholland reviewed the floor plan with the members. He discussed the layout of the lower level which includes the Senior Center, offices, kitchen, storage area, and the cafeteria. He stated there has been discussion of having a NH Food Bank distribution center. He stated the upper level will have different classroom, conference rooms and offices.

Mrs. Ranfos asked if the idea is the seniors are going to use the downstairs during the day while the students are at school and then the students will use the upstairs after school. Mr. Mulholland stated there is dedicated space with the kitchen and cafeteria being shared. Mrs. Ranfos stated her children go to the Boys and Girls Club during the summer and asked about conflicts with the seniors and students. Mr. Mulholland stated the two groups want to do programs together.

Mr. Mulholland stated there is no other center like this in the state and the Community Development Committee is excited to see how it is going to work out.

Mr. Klawes stated the cafeteria seems rather small for the capacity they are thinking of having. Mr. Coolidge stated it would be just like the schools and everyone wouldn't eat at the same time. Mr. Mulholland stated there is only so much money to go around.

Mrs. Boisvert asked who will have ownership of the building. Mr. Mulholland stated the town will own the building.

Mr. Mulholland stated they are looking at a groundbreaking ceremony in June with the actually groundbreaking in August and then it should take about seven months to complete the project. Mrs. Ranfos asked if they have to shut down the entire area when they do the groundbreaking. Mr. Mulholland stated they will have to shut down the area and the Boys and Girls Club will be looking for temporary housing while they are working on the new building. He stated the plan is to have the building open by April 1, 2016.

Mrs. Ranfos asked if since the building will be owned by the town someone would be able to use it for events such as holding a cooking class. Mr. Mulholland stated they will not be doing those types of things.

Ms. Angowski stated one of the original thoughts was doing birthday parties and asked if they will be doing any of those. Mr. Mulholland stated they will not be doing any birthday parties.

Review expense reports

Town Expense Report

The Chair asked if anyone wanted to go over the expense reports. Mr. Klawes asked about the town report printing and if it was the report given out on Old Home Day. Mr. Gryval stated it was the report given out on Old Home Day.

Mr. Klawes asked what the turnout was for voting. Mr. Mulholland stated it was 345 residents.

Mr. Frascinella asked if they could have a sign up at the town meeting as an alternative to having a printed town report. Mr. Gryval stated it wouldn't give them enough time to have them printed.

Mr. Coolidge stated he has been doing some reading and the state of Oregon has everyone who gets a license is automatically registered to vote and then mails in their votes. He stated this would save a lot of money. He stated he is going to speak to Rep. Turcotte about getting a bill for this going. There was discussion of bills being passed will effect town budgets and cause for downshifting.

Mr. Angowski stated there is a negative expenditure on Dues and Publications. Mr. Klawes stated there are a lot of lines with the negative expenditures. Mr. Mulholland stated it is because they didn't have a line before. He stated the new format gives the same period last year as the current year.

Mr. Klawes asked what happens with committees or chairpersons go over their budget. Mr. Mulholland stated board chairs and department heads are not authorized to go over their budgets. He stated one of his jobs is to notify the departments they are getting close to their budget. He stated if they are going to go over their budget they need to get permission from the Select Board.

Mrs. Ranfos asked if the Select Board takes into consideration incidents like the Cemetery wanting to send all of their people to a meeting when the Budget Committee said it was more cost effective to send one person should the Cemetery ask to overspend their budget. Mr. Gryval stated they try to take everything presented to them into account. He stated if they authorize someone to

overspend their budget they are taking it from someplace out. He stated Mrs. Demers keeps a close eye on everyone and lets them know when someone is getting close.

Ms. Angowski stated they can't go over the bottom line. Mr. Mulholland stated if unanticipated funds come in throughout the year they can use the funds. Ms. Angowski stated technically the town can't go over the bottom line which was voted on. There was further discussion of situations which would cause them to go over budget.

Mr. Klawes asked what is going on with the potential businesses coming into town. He also asked if the property value will go down if businesses are no longer in town. Mr. Mulholland stated the property values will not go down. He stated there is someone looking at putting in a convenience store and some type of franchise who is working with Catamount Co-op. He stated there is a subdivision scheduled to go before the Zoning Board next week for near the Family Dollar.

Mr. Mulholland stated there was some interest in the land behind Sully's but he doesn't know where things stand.

Review of minutes

The Chair asked Mr. Mulholland if he was at the February 5, 2015 meeting. Mrs. Ranfos stated Mr. Mulholland wasn't there because she sat in the meeting and didn't see him.

Motion. Ms. Angowski made a motion to approve the minutes of February 5, 2015 as amended. Mr. Klawes seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Klawes- Yes; Mr. Coolidge – Yes; Mr. Frascinella – Yes; Mr. Lavalley– Abstained; Mrs. Boisvert – Yes; Ms. Angowski – Yes; Mrs. Ranfos – Abstained; and Mr. Gryval- Yes. The Chair declared the Motion passed.

Schedule next meeting

The Chair stated they can wait until August for their next meeting if there isn't anything else they need to meet for. The Board determined to meet on August 20, 2015 at 6pm.

Motion. Mrs. Boisvert made a motion to adjourn. Mr. Coolidge seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Eaton-Yes; Mr. Klawes- Yes; Mr. Coolidge – Yes; Mr. Frascinella – Yes; Mr. Lavalley– Yes; Mrs. Boisvert – Yes; Ms. Angowski – Yes; Mrs. Ranfos – Yes; and Mr. Gryval- Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:09pm.

TOWN OF ALLENSTOWN
 BUDGET COMMITTEE
 MEETING MINUTES
 April 16, 2015

Signature Page

Original Approval:	
 DAVID EATON, CHAIRMAN	9/17/15 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	DAVID EATON, CHAIRMAN	DATE