

TOWN OF ALLENSTOWN
Budget Committee
16 School Street
Allenstown, New Hampshire 03275
April 24, 2014

Call to Order.

The Allenstown Budget Committee Meeting for April 24, 2014 was called to order by the Chair at 6:00pm.

Roll Call.

Present on the Board: Dave Coolidge, Jeff Gryval, Dave Eaton, Larry Anderson, Carol Merrill, Jerry McKenney, Mike Frascinella, Chris Lavalley, Keith Klawes, Stephanie Tallini and Tom Irzyk.

Excused: Penny, Deb, Carl, Roger LaFleur

Unexcused: None

Others Present.

Residents of Allenstown:

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator.

Election of Officers

Motion. Mrs. Merrill nominated Dave Eaton as chairperson for the Budget Committee. Mr. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Abstained; Mr. Anderson- Yes; Mrs. Merrill- Yes; Mr. McKenney – Yes; Mr. Irzyk- Yes; Ms. Tallini-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

Motion. Mr. Coolidge made a motion to nominate Stephanie Tallini as secretary for the Budget Committee. Mr. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Anderson-Yes; Mrs. Merrill- Yes; Mr. McKenney – Yes; Mr. Irzyk- Yes; Ms. Tallini-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

Default Budget Discussion

The Chair stated that he asked Mr. Gryval and Mr. Mulholland to explain any changes to the budget that was voted in which was the default budget.

Mr. Gryval stated that the budget that the Selectmen worked on and then was revised by the Budget Committee failed. He stated that they put the money back into the default lines as the residents voted for them to do so. He stated that the budget is going to be very short in certain areas which includes the legal line. He stated that the Fire Department will have enough money to run their department as they need to. He stated that little tweaks to the budget have been done but that they directed the department heads that they are not going to just go out and spend it because they have it. He further explained other lines that are going to change due to the vote.

Mr. Anderson asked what the library budget received. Mr. Gryval stated that the library had a default number of \$48,180.

Mrs. Merrill asked if the Planning Board asked for \$10,000 more in their budget. Mr. Gryval stated that there was discussion about it but that the Select Board had directed them to stay at default. Mr. Mulholland explained that the budget line hasn't changed but that the Select Board had approved, separately from the default, for them to over expend the budget by the \$10,000 for the legal fees if they needed but that it doesn't look like it will.

Mr. Frascinella asked what the default budget does to the tax rate. Mr. Gryval stated that they can't really know what it is right now but that Mr. Mulholland could expand on that. Mr. Mulholland stated that there is an estimate of \$1.33; however, that could change depending on the revenue numbers come in at, the school's number, the assess values of properties and more. He stated that they won't know what the increase is until November.

Mr. Frascinella asked what the effects will be on the June tax bill. Mr. Gryval stated that they won't see an effect until December.

Mr. Mulholland explained that they could see an impact on the tax rate with the Fairpoint Litigation. He stated that they are expecting a decision sometime in May and if they do not rule in

favor of them, they will be paying some serious amounts to them. He stated that if they do rule in favor of them then the litigation will continue.

Review of Meeting Minutes

Motion. Mrs. Merrill made a motion to accept the February 5, 2014 minutes. Mr. McKenney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Anderson-Yes; Mrs. Merrill- Yes; Mr. McKenney – Yes; Mr. Frascinella – Yes; Mr. Lavalley; Mr. Irzyk-Yes; Ms. Tallini-Abstained; and Mr. Klawes-Yes. The Chair declared the Motion passed.

Expense Reports

The Chair stated that they have the Town, School and Sewer expense reports.

Town Expense Reports

Mr. Mulholland stated that they are at 78% which is above where they should be so that is good for this time of year. He stated that some lines are skewed because they have had to overspend some of the lines. He stated that overall the revenues and expenditures are in pretty good space compared to where they have been in the past.

The Chair asked if the overtime line was over expended because of the snow storms. Mr. Gryval stated that is correct.

Mrs. Merrill asked about the Fire Department rental and if that was for the fire truck. Mr. Mulholland stated that the line is \$287 but that he is not sure what that item is.

Mr. Mulholland explained the budget format to Mr. Klawes and Ms. Tallini. He explained that there was some recent reorganization with the codes on the budget. He explained that the budget includes the department responsible for the line item, the current year budget, adjustments, current year expenditures, remaining balance and then percent left to spend. He explained that there is a narrative that the rest of the members have from last year's budget and that they will get one with this year's budget.

The Chair explained that the Select Board is responsible for the bottom line which allows them to move amounts around, however, if the expenses go over the bottom line they would be legally responsible for it. He stated that the Budget Committee's responsibility is to prepare a budget for the town and once it goes to the deliberative session it is out of their hands.

Mr. Frascinella asked about the status of the Solid Waste. Mr. Gryval stated that they are still negotiating with a private contractor to take over the trash removal. He also stated that they are still required by contract to bring all of their trash to the Co-op until the end of the year when the contract is up.

Mr. Coolidge asked if the numbers are still looking to be in the same range. Mr. Gryval stated that as far as they know they are but that it is a lengthy contract which they want to make sure its in the best interest of the town.

Mrs. Merrill asked if they will have to get special containers for the trash removal. Mr. Gryval stated that the contract they are trying to work out right now would provide the residents with 96 gallon totes for recyclables and for the trash.

Mr. Lavalley asked if there is a timeframe for renegotiation for a different deal or an opt-out clause. Mr. Gryval stated that there is always an opt-out clause but that they are trying to negotiate long-term with the company. He explained that a nice thing about this contract is that they will know each year what the expense will be and be able to budget for that better.

The Chair asked if once they have a contract in place, would they still be responsible for taking care of the trash at the transfer station. Mr. Gryval explained that part of the contract includes the company providing receptacles and containers at the transfer station and that they will bring them in and remove them as needed. He stated that this contract includes curbside pickup for trash and recyclables.

The Chair asked if the Selectmen had made a final decision on the commercial properties. Mr. Gryval stated that anything with four or more units is considered commercial property for trash removal.

School Board Expense Report

Mr. Irzyk stated that they have many lines that have a deficit; however, the overall budget is still showing a \$450,000 surplus. He explained that the surplus is strictly from the Special Education department.

Mr. Irzyk stated that the high school line has a deficit of \$210,000. He explained that this comes from not budgeting for as many students when they had to reduce that line. He stated that they gained a lot of students at Pembroke Academy this year.

Mr. Irzyk stated that they have done oil work (Note: Oil Burner replacement) at both schools, asbestos abatements have been completed at both schools and a new roof for ARD last year. He stated that they have been working on improvements at the ball field but that all the main

renovation work at both schools has been completed. He stated that they still have some fire extinguisher (Note: Fire Sprinkler) issues at ARD that they are working on getting done.

Mr. Irzyk stated that there is a \$100,000 deficit for the contract for their principal because they lost their principal and vice principal last year. He explained that this amount pays for the contract for the interim principal in which the employment service pays for all her benefits as well.

Mr. Irzyk explained that the School Board made the decision to eliminate the assistant principal within the school system and to have a principal at each school for the next school year. He explained that they appointed the assistant principal Mark Dangora as principal at ARD and the Special Education Director Anthony Blynn as principal for AES. He stated that they are hoping to hire from within for the Special Education Director position that is now open.

Mr. Irzyk stated that looking at the budget line for the principal and assistant principal line, having two principals would increase the principal line. He explained that they combined the two lines and split it among the two principals, it puts them at \$83,000 for each which is a slight increase to the principal salary. He stated that Mr. Blynn will still oversee the Special Education department as it is his specialty.

Mr. Frascinella asked Mr. Irzyk about the contract for the interim principal and what time period that \$100,000 contract covers. Mr. Irzyk stated that it covers the 2013-2014 school year and that she will be done once the school year ends in June.

Mr. Irzyk stated that they have been working to recover money from Dale Transportation. He stated that they have been short bus drivers and haven't been able to provide the four buses that they were contracted for.

Mr. Anderson asked if they are going to keep money in the budget for the two percent that they are allowed. Mr. Irzyk stated that they are looking at it but they are not sure if they are going to use that piece this year.

Mr. Irzyk stated that in light of some of the news that has come out in other districts with staff issues, the School Board is looking at redoing criminal records. He asked Mr. Mulholland if there is something that they could do in house instead of sending it to Concord. Mr. Mulholland stated that they cannot do that. Mrs. Merrill suggested that they split up the amount of background checks they do each year to try to keep the expense down.

The Chair asked how many students they have in the high school. Mr. Irzyk stated that they have about 170 at Pembroke Academy and about 237 at AES and 138 ARD. He also stated that next year the fifth grade is moving to ADS (Note: ARD) which will change the numbers at each school.

The Chair stated that he had a conversation with Mr. Irzyk about coming before the Budget Committee sometime in September and explaining how they put together a budget so that they can better understand that. Mr. Irzyk stated that they have a goal setting meeting in July and that he can explain what goals they come up with at the September meeting.

The Chair encouraged the members to bring in tablets or laptops to the meetings if they have them and that if they need a hardcopy of the reports to let him know and he will get copies.

Mr. Frascinella asked if they have a guestimate of what the tax rate will be for the school budget that just passed. Mr. Irzyk stated that the best guestimate that he has is the number they gave at the deliberative session which was \$19.48 which will affect the December bill.

Sewer Commission

Mr. Anderson stated that they are about 82% of their budget left. He stated that they have not done many of the big projects yet. He explained that they have about 10 manholes to repair and are going to have to wait on the Water Department to fix some water lines which will allow them to repair some additional manholes.

Mr. Anderson stated that everything has been running well at the plant. He stated that they have put in a new mixing system for the sledge coming in which will lessen the odor. He stated that they just purchased a new motor at the plant for \$80,000 which was on last year's budget.

Mr. Anderson stated that they are working with the school and the town on the school owned property and are waiting for a letter to come back about that.

Mr. Anderson discussed other ways they have been working to save money and make things more efficient such as replacing the generator to save on electricity. Mr. Coolidge asked how much the septage went up. Mr. Anderson stated that it went up last year by \$0.50 and that he is looking for ways to have it go down next year.

Mr. Anderson discussed some of the new customers that they have gotten. He also stated that they had customers ask who would take grease and that Allentown is the only one authorized to take grease in the state.

Mrs. Merrill asked about Library Street and the work that needs to be done on that. Mr. Anderson stated that there is a forest main that needs to be done but that there is a property owner that wants to build some condos down there. He stated that they have to wait for him to do that and then they can do the forest (NOTE: forced) main on Library Street.

The Chair asked the members to send him any questions that they may have on any of the expense reports.

New Business

The Chair asked if there is anything that they need to review before the summer schedule begins. Mr. Mulholland stated that there is the Senate Bill 236 to change the statute in terms of timelines. He stated that he worked with NH Municipal Association in regards to the issue of the Budget Committee, School Board and Board of Selectman being able to change their recommendation if the deliberative session makes a change. He stated that the bill has been passed by the House and now has been sent back to the Senate to approve the amendments. He stated that if it all goes through this fall, they will be able to make those changes on the next budget.

Mr. Mulholland stated that they are going to be starting the 2015 Budget Process.

The Chair suggested that they have the next Budget Committee meeting on May 22, 2014 at 6pm. He stated that they would be going over the expense reports.

The Chair asked Mr. Mulholland to let him know when the Budget Committee Seminars are going to be and he can let the members know. Mr. Mulholland stated that he doesn't know if they doing those anymore but that if they do, he will get the schedule to the Budget Committee.

Mr. Lavalley asked Mr. Gryval if both of the old fire trucks have been sold. Mr. Gryval stated that the one sold at Ritchie Brothers sold for just over \$3,000 and the other one was sold for just over \$2,000. He stated that they also have an old military vehicle that is up for sale as well.

Mr. Mulholland stated that they are trying to do more things with the town employees. He stated that they are looking at doing the NH Fishercats game as a group outing and that Budget Committee members are welcome. He also stated that they will be putting on a Nutrition class on how to eat properly and basic fitness which they are also welcome to be part of.

Motion. Mr. McKenney made a motion to adjourn. Mr. Frascinella seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Anderson-Yes; Mrs. Merrill- Yes; Mr. McKenney – Yes; Mr. Frascinella – Yes; Mr. Lavalley; Mr. Irzyk-Yes; Ms. Tallini-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 6:31pm.

TOWN OF ALLENSTOWN
 BUDGET COMMITTEE
 MEETING MINUTES
 April 24, 2014

Signature Page

Original Approval:	
 DAVID EATON, CHAIRMAN	8/21/14 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
Added notes for: 'oil work' to 'Oil Burner replacement' on page 4; fire 'extinguisher' to 'Fire Sprinkler' on page 5; 'ADS' to 'ARD' on page 5; 'forest' to 'forced' on page 6	 DAVID EATON, CHAIRMAN	8/21/14 DATE