

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
August 25, 2014

Call to Order.

The Allenstown Select Board Meeting for August 25, 2014 was called to order by The Chair at 6:01p.m.

Roll Call.

Present on the Board: Jeff Gryval and Kate Walker.

Excused: Jason Tardiff

Others Present.

Residents of Allenstown:

Others Present: Candace Schaefer and Melisa Briggs of HealthTrust; and Cherie Barmmarito and Ruth Zax of Child and Family Services

Other Public Officials: Larry Anderson, Sewer Commission; Dave Eaton, Budget Committee; Pauline Boutin, Library Trustee; Kimberly Carbonneau, Library Trustee.

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Town Clerk; Donna Severance, Assessing Clerk; Diane Demers, Finance Director; Joyce Welch, Health Officer; Dana Pendergast, Building Inspector; and Ron Pelissier; Road Agent.

Citizens Comments:

N/A

Health Insurance Study Presentation and Consideration for Recommendation

Mr. Mulholland stated that all the employees have been notified about the presentation. He stated that they have Melisa Briggs and Candace Schaefer from HealthTrust to discuss the specifics of the plans.

Mr. Mulholland stated that the purpose of the study was to analyze options to address the raising health and dental insurance costs. He stated that it is one of the major costs drivers in their budget. He stated that another purpose was to analyze the impact of the Affordable Care Act and

potential impact of excise taxes in 2018. He stated that they did an analysis of their present plans and at 6.8% increases through 2018, the town would have to pay excise taxes on the present health insurance plan offered to employees. He stated the present health insurance plan combined costs will likely reach the amounts that will impose the excise tax which is 40% of that amount that the plan is over the limit.

Mr. Mulholland stated that other purposes of the study was to make recommendations for new health and dental insurance plans that would save costs while providing quality benefits to their employees. The study report for the SVTRA was due no later than October 1, 2014.

Mr. Mulholland stated there are three non-profit entities that provide health insurance to municipalities in the state which are NH HealthTrust, NH Interlocal Trust and Schoolcare. He stated that they also reviewed the provisions of the Affordable Care Act that are applicable to NH RSAs that apply to health insurance. He stated that they reviewed the various plans and their costs. He stated that they compared the tax sheltered healthcare spending accounts, health savings accounts and flexible savings accounts.

Mr. Mulholland stated that a copy of the entire report is on the website for anyone that would like to review it.

Mr. Mulholland reviewed historical rates with the audience.

Mr. Mulholland stated that the health and dental insurance cost for Allenstown in 2014 were eight percent of the operating budget. He also showed the total dollar value of health and dental insurance costs per town which indicated that Allenstown is \$417,284 including the Sewer Department. He stated that Allenstown has the most expensive plan. He showed the claims history of SVRTA. He stated that they are consistent have remained relatively the same over the years.

Mr. Mulholland stated that factors impacting health insurance costs include growing consumer demand for more expensive procedures, unhealthy lifestyles and more chronic diseases, aging population, increasing health insurance provider costs, increasing physician's costs, increasing hospital prices, increasing nursing salaries, more expensive technologies, significant growth in new drugs, frequent diagnostic testing, and new treatments for ailments.

Mr. Mulholland stated that there is a lack of incentives to providers and consumers. He stated that providers lack financial incentives to deliver care more effectively and efficiently. He stated that consumers lack incentive to select the most efficient and quality providers.

Mr. Mulholland stated that there has been a recent cost shift in who is responsible for the service costs and doctor costs. He stated that employers have to pay significantly more to pay for the

shortfall. He stated that programs do not pay the full cost of the service and then shift the remainder of the costs to the employer. He stated that they are shifting the cost of the doctor to the consumer.

Mr. Mulholland stated that before the Affordable Care Act there were more people who didn't have health insurance. He stated that those who don't have insurance using the emergency room often don't pay for their bills which the hospitals cover some of it but that the rest of it is cost shifted.

Mr. Mulholland presented a chart that showed what the percentage was for the employer/employee costs comparing Allenstown, Pembroke, Epsom, Chichester, Barnstead, Strafford and Pittsfield. He stated that Pittsfield and Pembroke are 85/15 and Allenstown is 80/20. He stated that the average coverage for the towns is 80/20.

Mr. Mulholland stated that the recommendation of the study committee is to offer a range of plans, offer flexible spending accounts, encourage wellness programs, continue health insurance plans with HealthTrust, transition to a lower cost prescription plan, continue the SVTRA employee health benefit study committee, consider setting cap amounts that the employer will pay, encourage consumerism, if excise taxes are levied they should be passed onto the employees, and transition to HMO plans for those towns that haven't already done so.

Mrs. Briggs introduced herself and Mrs. Schaefer to the audience. She explained that there is a lot of information in their packets. She stated that there is some information about HealthTrust and what they do. She discussed a rate sheet that was in the package which shows the monthly invoice premiums to the town depending on what type of plan the employee has. She stated that the figures on that page are the combined costs for the employee and the employer side of the premium.

Mrs. Briggs explained that the Blue Choice 2 Tier plan is the plan that is offered today. She discussed the different copays of \$10 for office copay and \$50 emergency care. She stated that the plan allows an employee to self-refer their care. She stated that they can go through their primary care provider and once they get the referral under this plan, they would pay the \$10 office copay or the ER copay of \$50. She stated that preventative care under all the plans are covered in full. She stated that when an employee does a self-refer they are choosing a specialist that is separate from the one their primary care physician recommended and pay a \$500 deductible.

Mrs. Briggs stated that the slice of life wellness programs are available on all plans. She stated that what sets them apart is the incentives to the employees remain active and encourage the usage of them.

Mrs. Briggs stated that the prescription codes under the Blue Choice plan employees pay \$3.00 for generic and \$15.00 for brand name and mail service pays \$1.00 for 90 days prescriptions. She stated that when they get into the other options the payments would be \$10 for generics with brand names being in two categories of \$20 or \$45. She stated that the \$45 prescriptions are usually ones that have a generic-prescription option.

Mrs. Briggs explained that there is another plan option where the retail copay increases as well as the prescriptions. She stated that it would be \$10 for generic prescriptions and \$40 for brand name and \$70 for a 90 day supply.

Mrs. Briggs stated that with the HMO it is a \$20 office visit copay, the ER is \$100, and urgent care copay would be \$50. She stated that under this plan there isn't an option for the self-refer to a specialist in the network. She stated that the primary care physician would be responsible for referring them to a specialist and they are covered even if outside of the network. Mrs. Briggs further discussed differences between the plans.

Mrs. Briggs stated that the Blue Choice and the Matthew Thornton networks are identical.

Mr. Gryval asked if, with the new plan, all their employees would be able to keep their current doctors. Mrs. Briggs stated that they will be able to keep their current doctors and that the difference is the self-refer component.

Mr. Gryval asked what would happen if an in network provider recommended that the physical therapy goes beyond the 60 visits. Mrs. Briggs stated that it would be the employee's responsibility to pay for those extra visits. Mr. Mulholland stated that FSAs are helpful to cover costs such as those extra visits.

Mr. Mulholland stated that the biggest cost change to the employees is that they will pay more for prescriptions but that they will save money on the insurance. He stated that an employee on a family plan will save \$960 a year.

Mrs. Briggs stated that the most popular plan today is the 10/20/45 plan. She stated that over 50% of their membership is under that plan. She stated that there is information in the packets for understanding healthcare costs and preparing for 2018.

Mrs. Briggs stated that if the medication cost comes in less than the copay on the prescription plan, the employees will pay the actual cost and not the copay.

Mrs. Briggs stated that Flexible Spending Accounts are included in their packets. She stated that these are IRS tax savings accounts where they can set aside money from their paychecks to fund the account. She explained that with the healthcare FSA the funds are available on January 1st.

She stated that the employees can start using the money right away even if the deductions haven't come out of the paycheck for that following year at that time.

Ms. Rogers asked if the town would be contributing to the FSA or if it was solely the employees who fund it. Mr. Mulholland stated that it is the employees who fund the account and that these accounts were recommended by the study committee. He stated that there are HSAs and HRAs but that those are for high deductible healthcare plans.

Mrs. Briggs stated that there is a grace period where the employers can choose a two and half month grace period. She explained that this would allow the employees to use the funds two and half months after the year ends. She stated that there is another grace period which allows the employees to carryover up to \$500 into the next year. Mr. Mulholland stated that the employees would have to plan ahead because if they put too much in there, they can only carryover the \$500 and lose the rest of it.

Mrs. Briggs stated that there is a debit card option for the FSAs. She stated that there is a cost associated with the FSAs to the employers. She explained that the debit card fee is \$18.75 and that most of the employees pay for themselves. She stated that the fee would be \$4.25 to the employer if the employee pays for the card but if not, then the employer is responsible for the entire \$25.00 (\$18.75 for the debit card and \$6.25 FSA fee). Mr. Gryval asked if those with family plans would receive multiply cards. Mrs. Briggs stated that they would get two cards for the same costs.

Mrs. Demers asked Mrs. Briggs if they still have to mail in receipts if they use the debit card. Mrs. Briggs stated that the times when they would have to show paper substantiation would be for dental or vision care.

Lt. Stark asked about the FSA and losing the funds put in at the end of the year. He asked about costs such as braces and the timing of when they would be needed. Mrs. Briggs stated that it depends on the timing of it and it has to be incurred during the plan year or grace period. Lt. Stark asked if there was any way to get the money out other than paying for the expense. Mrs. Briggs stated that there isn't at the time.

Mrs. Briggs stated that in the back of the packets there is a lot of information on the cost sharing schedule which include the coinsurance costs.

Mrs. Briggs stated that they did explain in the packet what the difference is between a FSA, HSA, and HRA. She further explained other brochures and information in the packets. She stated that they will come in and do some training with the employees on the different plans.

Mr. Mulholland stated that they want to remember that the HMO plan being proposed at present tracking will not result in an excise tax whereas the point of service plan that the town has now will. He stated that sooner or later people will switch from the point of service plan to the HMO plan. He stated the playing field will likely change when that happens and the federal government can change things at any time. He stated that this is why he recommended that they keep that study committee active.

Mr. Gryval asked if they would have to have HRAs administered by some type of financial institute and if so, does HealthTrust offer those services. Mrs. Briggs stated that they would need a financial institute administer those but that HealthTrust does not have those services at this time.

Ms. Rogers stated that she thought the HRAs would not be part of the plan available to them. Mr. Mulholland stated that they would have to go to a high deductible plan. Mrs. Briggs stated that HSAs do require a high deductible plan as well. Mr. Gryval asked if they would be eligible for the HSA or HRA if they chose to participate. She stated that some do an HRA but they have to match it with a higher deductible plan. Mr. Mulholland stated that they would only be able to do it if the town offered a high deductible plan.

Mrs. Briggs stated that the biggest difference between an HSA and HRA is that the HRA is the employer funded and owned account and the HSA is owned by the employee. Ms. Rogers asked if the employer can contribute to the HSA account as well. Mrs. Briggs stated that an employer can contribute funds into an HSA account.

Lt. Stark asked if the FSA can be used like a Care Credit account as long as that card is used to pay for something that is eligible and how would he be reimbursed for expenses that he uses on his own card. Mrs. Briggs stated that they would be reimbursed by paper claim if they don't use the debit card. Mr. Gryval asked if the reimbursement could be done electronically. Mrs. Briggs stated that they can file the reimbursement claim online.

Mr. Mulholland asked if they will find out the new rates around October 22, 2014. Mrs. Briggs stated that they will probably find out ahead of time but that is when the Health Trust Board of Directors would vote on them. Mrs. Briggs stated if the employees would be signing up for the new plans in early December then they would meet 30 days ahead of time to go over the plans in detail.

Mrs. Briggs stated that Compass program is an incentive check for those who shop for a service in advance of having it and they go to the preferred provider. She stated that it works with providers of services such as CAT scans, MRIs, lab work, physical therapies and other therapies. She stated that the board is going to vote on that in September to see if they are going to roll out the program to all of their members and it would be available starting in July.

Ms. Rogers asked when the Select Board will make a final decision. Mr. Gryval stated that they would not be able to make a final decision until they have the updated rates which would be sometime in October. Ms. Rogers asked if the employees would be presented with a few options and then educated on the plans. Mr. Mulholland stated that it depends on what the Select Board decides to offer. He stated that if the Select Board decides to offer FSAs then there will be some educational training.

Mr. Mulholland stated that the recommendation is that the employees be allowed to choose between three different plans but that it is up to the Select Board. Mr. Gryval stated that they know that they have to do something but that they don't know what it will be at this moment. He stated that they have tried to post all the information that they have at this point so that all the employees can see what is available and discuss it with their fellow employees and a committee member. There was further discussion of the different plans and potential changes coming.

Discussion with Library Trustees regarding the library budget being separated from the town budget

Library Trustee Pauline Boutin stated that they received an email from Mr. Mulholland stating that they were going to vote on whether or not the Board would support the proposed NHMA policy position in regards to whether the Library budget would stay with the operating budget or have their own warrant article. She asked what that would mean for them and if they had a separate warrant article like the Sewer Department or the School.

Mr. Mulholland explained that the NH Municipal Association lobbies for local governments and that there are policy positions that the towns ask for. He stated that this is a policy position that a town has asked the NH Municipal Association to advocate for the Library being separate from the Operating Budget. He stated that it doesn't change accounts payable and payroll. He stated that it would only impact their budget because the voters will vote on the bottom line. He also explained that if the policy was filed as a bill and became law, the Select Board has to determine if they want the Library to have their own warrant article or stay on the operating budget.

Mrs. Boutin stated that under the warrant article, the Library would be listed separately and the tax impact of the warrant article would be listed for the people which could be in their favor. Mr. Gryval stated that it is a two-sided thing. He stated that they have some people who would look at it and decide to lower the budget while others would want to increase it. He stated that he thinks that they would probably be a little safer under their budget but that if they want to have their own warrant article he doesn't have a problem with it.

Ms. Walker stated that when the budget was increased at the Deliberative Session last year, the added money had to go into the town's bottom line. Mrs. Boutin stated that it went to the town's bottom line but because the library is a separate entity it had to go to the Library.

Mr. Anderson asked if they would have to be approved by the Budget Committee if they wanted \$50,000 for their budget. Mr. Gryval stated that they would have to go before the Budget Committee because ultimately it's the Budget Committee's budget that gets presented to the people. Mr. Anderson asked if the Select Board have anything to say about it. Mr. Gryval stated that they could decide whether or not to recommend it because it is a warrant article.

Mrs. Boutin asked what would happen if the Select Board wanted the departments to make significant cuts and if they would be subject to that if their budget was a separate warrant article. Mr. Gryval stated that he would think that all the departments would want to take the same cuts.

Mr. Gryval asked the Library Trustees if they have a recommendation for the Select Board on which way they would like to see them vote. Trustee Kimberly Carbonneau stated that she doesn't have a strong need to separate from the town budget. She stated that the new librarian comes from a town where they have a separate budget and it works well for them. Mr. Mulholland explained that in that town there is no default budget so if the voters vote no on the budget, they cannot spend any funds for that purpose. He stated that presumably proposed legislation would allow for a default budget if they were separate.

Ms. Rogers stated that the policy would allow the Select Board to decide if they want the budget separate from the Operating Budget. Mr. Mulholland stated that it allows the town's flexibility on how they want to govern themselves. Mrs. Boutin stated that the process would be the same but that how it looks on the ballot would be different. Mr. Mulholland stated that they are the Selectmen's warrant article which means that they could come back and tell the Library to reduce the budget. There was further discussion of the pros and cons to the Library having a separate budget.

The library trustees determined that they would like the Select Board to support the policy that would allow the town to decide whether or not to have the Library budget separate from the town budget.

Mr. Gryval asked how the library is doing. Mrs. Boutin stated that they are doing well and that the new librarian is doing well. Mrs. Boutin stated that they just received another grant for \$10,000 to replace their windows. She stated that it is a moose plate grant so that the windows will maintain the historical aspect.

Mrs. Boutin stated that they have a granite bench that was erected in honor of Georgette Plourde and that they will be dedicating that and celebrating the 75th anniversary at the Library in September.

Mrs. Boutin stated that they had 103 children for their summer program. She explained that there were eleven high school kids there because they all had to reach the same book for school.

2015 Budget Overview Presentation

Mr. Mulholland presented a chart that shows the town appropriations from 2008 to present. He stated that one year they had a 2.6% decrease and last year they had a 9.3% increase. He stated that this year's proposed budget, as proposed by the department heads, is at a .38% below the present 2014 operating budget. He stated that the ambulance and health insurance rates haven't been determined yet. He stated that if they continue with health insurance as it is now, it will increase the budget another \$32,000.

Mr. Mulholland stated that they have surpassed their revenue estimates. He stated that they have brought in 16% more revenues than they anticipated which is to be expected as they estimate revenues conservatively. He stated that \$7.6 million is the amount committed to taxes. He showed a chart of the \$253,000 in taxes that are owed.

Mr. Mulholland stated that if the budget gets approved as recommended they are looking at the tax rates staying relatively the same but that their assessed values are still being computed. He stated that if they make the change to health insurance, they are probably looking at a reduction.

2015 Proposed Administrative Budgets

Health Agencies

Mr. Mulholland stated that they have three health agency funding requests this year. He stated that the requested amount for all agencies for 2014 was \$20,207 and it is \$22,207 in 2015. He stated that the agencies are CASA \$500, CAP \$18,207 and CFS \$3,500.

Mrs. Zax of Child and Family Services introduced herself and Mrs. Barmmarito to the Select Board. She stated that they wanted to meet with the Select Board to have an opportunity to discuss the services that they provide to the town. She explained that last year they tried to submit a petition warrant article but that it didn't work so that they thought that they would try things differently this year.

Mrs. Zax distributed a brochure that shows the range of services that their agency provides. She stated that last year they served 88 Allenstown residents and expended over \$103,000. She stated that about \$23,000 of that was not compensated and they had to raise through donations. She stated that 90% of their clients live under the Federal Poverty guidelines. She stated that they either don't qualify for mental health services, their insurances don't cover, or their copays are too high. She stated that they are the last resort for residents who can't afford the services otherwise.

Mrs. Zax stated that they serve an elderly population and recently expanded their elderly services to Merrimack County. She stated that the idea is to provide home care assistance, home visiting,

meal preparations and laundry services. She stated that they aim to maintain those services for the elderly in their homes rather than forcing them to live in an assisted home. She stated they currently have five women living in Allenstown whom they serve.

Mrs. Zax stated that one of the women that they are currently helping is 93 years old, lives in Suncook Pond, has two visits a week, and has health and mental issues. She stated that the resident is managing well but needs their assistance. She stated that the State pays them \$16.76 an hour but that the care actually costs closer to \$20.00 and that they try to make up the difference through charitable giving. She stated that it would cost the community more money to have an elderly person go to a nursing home. She stated that they estimated that it costs them \$5,000 a year to care for a person in home whereas it would cost about \$60,000 for a nursing home.

Mrs. Barmmarito explained the services that she is involved in which is working with families in need in the town. She gave an example of a family where a grandmother is taking care of her young grandchildren because their mother is a heroin addict. She explained her job is to help this family with counseling, back rent, home repairs, utility expense assistance. She further discussed other families that CFS helps through getting funding for someone to take GED classes, remodeling homes for a young couple with a new baby, and finding funding for other needs. She stated that these families are working and going to school. She stated that she has seen a lot of success stories over the years and that with CFS's help, these citizens end up becoming self-sufficient taxpayers.

Mr. Gryval stated that he didn't know that they did so much work in town and that he thinks that it is great that they are doing it. Mrs. Zax stated that it is because most of the work that they do is behind closed doors and private. She stated that they do mostly home-based and community work. She also stated that they work within the schools to help the children.

Advertising & Regional Association

Mr. Mulholland stated that there is a slight increase due to increase in rates for the Central NH Regional Planning Commission.

Ambulance

Mr. Mulholland stated that Ambulance is level funded in this proposal. He stated that it could be a little more or a little less but that it should remain relatively the same. The budget will not be available until October 1st.

Accessing

Mrs. Severance stated that there are five line items that have changed. She stated that the salary has increased slightly. She stated that she is still working part-time hours with the exception of this time of year because she needs to work on the MS-1.

Mrs. Severance stated that their contracted services are less and that Avitar is less than the other service was. She stated that the Assessing costs are \$35,386, the mapping services are \$1,200 and the GIS internet service is \$2,600. She stated that the utilities are budgeted under their Assessing contract so that they don't have to have a separate line for that.

Mrs. Severance stated that she has added \$3,000 to the Assessing contract for just in case they need Avitar to do any extra work. Mr. Mulholland stated that the Fairpoint Litigation and the pole tax issue may require additional work on their part and that it may cost them more than \$3,000 depending on what they have to do.

Mrs. Severance stated that they are paid through 2015 for computer software. She stated that there is \$100 under Dues and Subscriptions. She stated that they have paid this in the past and that they moved it to its own line item because of the recodification to the budget this year. She stated that there is a postage line for any notices that they have to send out to the residents.

Mr. Gryval asked if they how effectively the tax cards online program is. Mrs. Severance stated that it has reduced the amount of calls she receives considerably. She stated that now she can direct them to the website to get the property cards. She stated that the townspeople like having the service available online because they can see who their neighbors are and the assessed values of the houses around them. She stated that she still receives phone calls from the realtors regarding exemptions but that they are minor compared to the volume she had before.

Building Inspector

Chief Pendergast stated that the Building Department for 2015 is \$35,000. He stated that salary is \$28,815 and that it is a split salary for the Fire Department. He stated that he reduced the equipment line down to \$100. He stated that he left postage the same and reduced training to \$200. He stated that a lot of the training is cross training for Fire Department so that he can keep that down.

Chief Pendergast stated that Books and Periodicals and the cell phone lines haven't changed. He stated that he kept \$250 in Dues and Subscriptions for the Building Officials and building groups he belongs to. He stated that the computer software is working really well. He stated that it allows him to calculate all different kinds of documents and communicate with the assessing stuff so that he can look at the properties.

Chief Pendergast stated that the only thing that he added to the budget is a part-time person. He stated that he would like to split the time of 20 hours a week between Fire Department and Building. Mr. Mulholland stated that the salary is \$6,000 and that the fringe benefits have not been added into the budget yet. He stated that they have calculated the fringe benefits for this position and the new highway department position but that they haven't added them to the budget until the Select Board approves it.

Mr. Gryval asked what he would be using the part-time position for. Chief Pendergast stated that he would have that person inputting data, tracking and accepting building permits, drafting notices, and taking telephone calls. Mrs. Severance stated that there is a lot of paperwork that the Building Inspector has to do. She stated that she helps him out when she can. Ms. Walker stated that she saw firsthand how having someone to help the Building Inspector could benefit him.

Capital Outlay

Mr. Mulholland stated that they have the lease payment for the new Highway truck which is year two of five payments. He stated that they have the payment for the Fire Engine which is year three of five. He stated that they have the wheel loader which is also year three of five.

Mr. Mulholland stated that they have the computer equipment. Mr. Gryval asked what they are paying for in the computer equipment capital outlay line. Mr. Mulholland stated that it is for replacing five computers. He stated that this year was higher because they had routers and other items replaced so that they could work on the cloud which is why the number is reduced.

Cemetery

Mr. Anderson stated that they decided to use a piece of land that the town owns. He stated that they have to get some figures to determine the costs to survey and mark it out, layout of plots, cutting trees down and digging down to see what is under the ground. He stated that it would give them 1.8 acres of land for a cemetery.

Mr. Anderson stated that they need to put something in the budget but that he doesn't have an amount to go with at this point. He stated that he wasn't sure if he should put something in there to cover them or if he should come up with the costs first.

Conservation

Mr. Mulholland stated that the budget is \$9.00.

Debt

Mr. Mulholland stated that debt is \$15,000 which is for the tax anticipation notes.

Economic Development

Mr. Mulholland stated that he reduced that to zero.

Emergency Management

Mr. Mulholland stated that there is a reduction in grants to \$35,000 because he thinks that is all they are going to get. He stated that he reduced the communications line by half where there is a

risk for that because if something happens to the communication tower this line pays for that. He stated that they just purchased radios a couple of years ago so that those should last a long time.

Mr. Mulholland stated that the generators line increased to \$4,000 because they have the maintenance for the generators. Mr. Gryval asked what generators this line covers. Mr. Mulholland stated that this covers all six of their generators.

Mr. Mulholland stated that the Suncook River Gage grant ended so they pay for that now. He stated that they split the cost with Pembroke for that. He stated that he increased the training line because there is a need to increase the level of training of personnel.

Executive

Mr. Mulholland stated that they haven't increased the selectmen salaries. He stated that the transcriptionist is going to change because they haven't given her an increase in the years that they have had her so that is going to increase from \$12.00 to \$14.00 an hour. He stated that the trustees of trust funds and town administrator expense lines are the same as last year.

Mr. Mulholland stated that there used to be two lines for the town administrator and administrative assistant but that he combined them into one line this year. He stated that the line represents the 1.5% COLA increase for July of 2015.

Mr. Mulholland stated that they are looking at a cheaper lease price for the copier and that the cost went down there. He stated that they don't have anything in vehicle repair so that line is zero.

Mr. Mulholland stated that the dues and subscriptions were reduced by \$2,000. He stated that the biggest cost for that line is the cost of the NH Municipal Association which costs about \$2,000. He stated that mileage has increased because there is more usage of personal vehicles since they don't have a town vehicle. He stated that he increased office supplies because it often is overspent. He stated that he also increased training because there needs to be more training to town hall employees. He stated that they reduced the computer repair line down to \$1,000.

Mr. Eaton asked if someone can give him the total amount that they have sent each year. Mrs. Demers stated that she can get that information to him. Mr. Mulholland stated that they are budgeted for \$820 but that they usually spend a lot less than that. Mr. Gryval stated that he thinks that they have only spent \$240.

Finance

Mrs. Demers stated that the Finance Director's salary is set at \$32,981 which is based on 25 hours per week. She stated that the default budget was based on 9 hours per week. She stated that the accounting software got added to the budget which increased that line to \$2,500. She stated

that the payroll budget increased from \$9,000 to \$14,000. She stated that looking back at 2013 they actually spent \$13,000.

Mr. Gryval asked why the amount is increasing because he thought that with everything going electronic the costs would decrease. Mr. Mulholland stated that the increase in cost for last year was due to the fact that they had to pay for a currier to bring paper checks. He stated that they only started the process of going electronic halfway through the year. Mr. Gryval stated that he had expected to see that line decrease.

Mrs. Demers stated that dues and subscriptions have increased to \$500. She stated that she has joined the NH Government Finance Officers Association.

Mrs. Demers stated that audit contracts have decreased because they don't need to do a single audit next year but that they do need to renew their OPEB contract which is the analysis on the retirement liabilities.

Mr. Mulholland explained to Ms. Walker that there are GASB standards that apply to the Towns financial procedures. He stated that GASB sets standards for governments across country. He stated that in NH they have a statewide retirement system. He stated that they are mandated through to participate in the statewide system which has its own report but because the GASB standards are national standards they are told that they need to do that report as well. He stated that a lot of towns have decided to take the hit on the audit and not do it.

General Government Buildings

Mr. Mulholland stated that the custodian salary is in there. He stated that they share the custodian with the Parks & Recreation Commission. Mr. Gryval asked how that was working out. Mr. Mulholland stated that it is working out quite well.

Mr. Mulholland stated that he increased repairs and maintenance. He stated that they have already overspent on the budget this year because of the asbestos abatement project at Town Hall. He stated that there will be a purchase order for the repair of the masonry at Town Hall that needs to be done.

Health Officer

Mrs. Welch stated that she is requesting about \$7,500 mainly because of the health officer and deputy health officer's salaries. She also stated that the dues and subscriptions have increased because as members of the NH Health Officers Association they were able to go to their conferences for free; however, they are now starting to charge a fee for the conferences.

Insurance

Mr. Mulholland stated that they do not have the insurance rates yet.

Legal

Mr. Mulholland stated that this is increased significantly due to the Fairpoint Litigation and Allenstown Aggregate litigations. He stated that there are private sewer line enforcement issues that increased the costs.

Old Allenstown Meetinghouse

Mr. Mulholland stated that this budget has stayed the same as last year.

Patriotic

Mr. Mulholland stated that he put that down to zero as was their practice last year.

Personnel

Mr. Mulholland stated that he put the funds in there for merit increases. He stated that they calculated the health insurance based on the plans that they have today. He stated that if they change the plans it may come down depending on what the changes are. He stated that they won't know the new rates until October 22, 2014.

Mr. Eaton asked if the Select Board is going to be ready in time for the October 30, 2014 Budget Committee meeting. Mr. Gryval stated that they are going to do their best to meet the commitments that they made to the Budget Committee. Mr. Mulholland stated that they should know the rates by October 9, 2014 when they have their public hearing on the rates.

Mr. Mulholland stated that in 2012 the NH Municipal Association, along with the NH Retirement System, calculated the rate for 2015. He stated that they will be recalculating the rates based on what the shortfall is. He stated that they projected a rate of 11.54% for municipal employees so that is what they have to work with at this point.

Mr. Mulholland stated that the Fire Retirement was the highest increase of 29%. He stated that the retirement rates are estimates so that they could be higher or lower.

Tax Collector/Town Clerk

Ms. Rogers stated that nothing really changed for the tax collector's budget. She stated that the only change was the increase for cost of living.

Ms. Rogers stated that the town clerk budget is where they would see differences. She stated that there is a slight drop in most of the election lines because they only have one election next year.

Ms. Rogers stated that she increased the salaries line because she is hoping to hire on another set of ballot clerks. She stated that she wants to do split shifts for the ballot clerks because a lot of them are elderly and that she thinks that the 14 hour shift is too long for them. Mr. Gryval stated

that it is probably a good idea because the ballot clerks are giving up their entire day. Mr. Mulholland stated that if Ms. Rogers cannot find the extra staffing, the current ballot clerks would get more for their time.

Ms. Rogers stated that she also increased the salary for the moderator. She stated that the moderator does a lot of work and it is as if he is volunteering a lot of his time. She stated that he is always there to help when needed. Mr. Mulholland stated that they increased his salary from \$130 to \$150.

Mr. Gryval stated that in 2014 they reduced the police detail down to zero but that with the default budget it was increased to \$500. He asked why it is back up to \$500 this year. Ms. Rogers stated that she kept it open in case they need the police detail. She stated that she would like to see how things go at the Deliberative Session and determine if they need police detail at the elections.

Treasurer

Mr. Mulholland stated that there is a slight increase for the treasurer salary.

Welfare

Mrs. Demers stated that the salary is based on 15 hours a week for welfare. She stated that she increased dues and subscriptions as they have increased because she is trying to get more training. She stated that she increased rent because she has been getting hit very hard for rent this year. She discussed several lines that had decreased based on current trends.

Mr. Gryval asked Mr. Eaton if he had any questions about the way they are doing anything or comments on what he heard tonight. Mr. Eaton stated that the only thing was that the Patriotic budget was zero. He asked if they were going to support that. Mr. Gryval stated that they made several cuts to the budget last year because they were under the impression that is what the residents wanted but that when it got to the voting place, the residents wanted the money put back in there. He stated that he would like to see the numbers put back into the Patriotic budget.

Mr. Gryval stated that he is going to be lobbying the other Selectmen to add the money back into the Patriotic budget. Mr. Eaton asked if the \$2,000 for Old Home Day is what is requested. Mr. Mulholland stated the Olde Home Day Committee has not made a request this year. Mr. Gryval stated that it is the amount that they typically give them. Mr. Mulholland stated that they have their own funds. He stated that is why they cut the \$2,000 out of the budget last year because if they have their own funds then why give them money for it.

Mr. Eaton asked if the police detail for Old Home Day would come out of the Police Department budget. Mr. Mulholland stated that it would come out of the overtime Police Department budget which is what was their concern last year. Mr. Eaton stated that he knows that they have money

and that they charge people to put up their booths. Mr. Gryval stated that it is true that they have money to pay for things but that they had residents come into the Deliberative Session and wanted the money put back in. Mr. Eaton stated that he thinks that they should keep the \$2,000 out of the budget.

Mr. Eaton stated that when the tax bills come out in November there will be an outcry. Mr. Gryval stated that is what they were expecting last year but that everything was voted in. He stated that it seems to him that the people have spoken. He stated that this is the first time since he's been a selectman that they didn't pass the budget and that the default budget was more than what they were requesting.

Review and Approve Minutes

Motion. Mr. Gryval made a motion to approve the minutes for August 11, 2014. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Motion. Ms. Walker made a motion to accept the minutes of the non-public session II on August 11, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Motion. Ms. Walker made a motion to accept the minutes of the non-public session I on August 11, 2014. Mr. Gryval seconded Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Discussion of Personnel Review

Mr. Gryval asked Mr. Mulholland if he heard back from anyone besides himself regarding this. Mr. Mulholland stated that he hadn't heard from anyone else. Ms. Walker stated that she was okay with it and would have told Mr. Mulholland if there was something she wasn't okay with. Mr. Gryval stated that he has not discussed it with the Chair and that he would like to do so but that he also doesn't want to hold up the Chief.

Mr. Mulholland stated that there were changes requested which were made. Mr. Gryval stated that he was happy with the way it was done but that he wants to make sure that everyone understands the grading and why they did what they did. He suggested that he speaks to the

Chair tomorrow and if he's okay with it that they move things along. Mr. Mulholland stated that they can do that but that they have to decide what the next step is.

Mr. Gryval stated that he discussed with the Chief that they would go over the review again, make any changes if necessary and then hand it over to the Chief to review it and then if he wants to see them schedule some time for him to do so. He asked Ms. Walker if she is prepared to answer any questions that he may ask them. Ms. Walker stated that she would be able to answer them at this point.

Consent Calendar

Mr. Gryval stated that there was a purchase order for Certified Computer Solutions in the amount of \$4,523.76. Mr. Mulholland stated that this is to fix the cable problems that they have. He stated that it looks like the cables were put in back in the 80s. He stated that the employees wired everything themselves. He explained that the phones are plugged into the computers and draw a lot from them. He stated that it is not a budgeted item and recommended that the Select Board approves it and holds onto it until December.

Mr. Mulholland stated that the next purchase order is for the SSL (secure socket link) and that the initial cost is going to be \$2,500. He stated that this is going to give them the same access that he has on the cloud which will give them more flexibility and more supervision of what's going on with the other departments. Ms. Walker asked that if she was on the road, she would be able to access it. Mr. Mulholland stated that she would be able to do so as long as she has WiFi. Mr. Gryval stated that this comes with great responsibility and that they have to take care of it because there is a lot of information that someone could have access to.

Mr. Mulholland stated that there is a purchase order for the town's engineering firm to do the site plan for the Boys and Girls Club which the Boys and Girls Club is going to pay for. He stated that they don't need to sign it because he usually signs it for them.

Motion. Ms. Walker made a motion to authorize Mr. Mulholland to sign the contract for the site plan for the Boys and Girls Club. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval -Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

Mr. Gryval asked if they can accept a resignation in the Consent Calendar. Mr. Mulholland stated that they can but that they accepted the resignation at the last meeting so they are just signing the payroll change form.

Mr. Mulholland stated that there is a purchase order for the masonry work. Mr. Gryval asked when they were looking at having this done. Mr. Mulholland stated that they need to do it right away because of the season. Mr. Gryval asked if they have the money for this in the budget. Mr. Mulholland stated that he presumes that they will have it but that it is not a budgetary item.

Motion. Ms. Walker made a motion to accept the Consent Calendar for August 25, 2014. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

MS-4 Project

Mr. Mulholland stated that he is meeting with Matt Monahan on the audit and to recommend changes to the various ordinances.

Road Bond Issue

Mr. Mulholland stated that he is still working on collecting the surveys for the road bond issue.

Accounts Payable process

Mr. Mulholland stated that they are testing out the electronic signatures for the new Accounts Payable program. Ms. Walker stated that the program had her sign and asked if it will ask her to sign every time. Mr. Mulholland stated that it is not as easy to write the signature on that as on paper. He suggests that she write her signature and save the one that she likes to use later on.

Sale of Tax Deeded Properties

Mr. Mulholland stated that Jay Patel and Advance had an agreement to subdivide that land. He stated that they did agree to the access way.

Mr. Mulholland stated that the other property is going before the Planning Board on September 3, 2014.

Mr. Mulholland stated that he will not be here September 1, 2014 through September 3, 2014.

Website Security Settings

Mr. Mulholland stated that CCS is recommending to their customers, free of charge, to limit employees' access to certain websites which tend to have a lot of viruses and create pathways for cyber-attacks. He stated that he didn't want to make that decision unilaterally and that he spoke to the Department Heads today and no one had any issues with it.

Ms. Walker stated that her concern is that from the Police Department's perspective and needing to investigations online and would they have access to do that. Mr. Mulholland stated that the

way that it works is that they can set the security settings for each user. He stated that he would recommend those sites for security purposes and productivity issues. The Select Board determined to put the security settings on employees' accesses.

The Concord Monitor reporter asked if there were any changes with the plans for the Boys and Girls Club. Mr. Mulholland stated that they have a meeting with the Senior Center this week. He stated that they just signed the purchase order for the site plan. He stated that they are waiting for October to find out if they get the block grant.

The Concord Monitor reporter asked about the changes with the Right to Know policy. Mr. Mulholland stated that they don't have a policy. He stated that they are about 40% done on developing the policy. He stated that their plan is to exceed the Right to Know requirements. He stated that they are looking at using DocuMall to allow all of their public documents be accessible whenever people want to access it. Mr. Gryval informed the reporter that they usually let Mr. Mulholland handle any questions that people have so that she can contact him should she have any.

Motion. Mr. Gryval made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

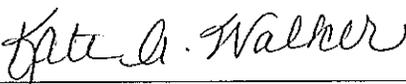
A Roll Call Vote was taken: Mr. Gryval -Yes; and Ms. Walker-Yes. Mr. Gryval declared the Motion passed.

The Chair declared the meeting adjourned at 9:18pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

August 25th , 2014

Signature Page

Original Approval:	
 JASON TARDIFF, Chair	9-8-14 DATE
 JEFFREY GRYVAL, Member	9-8-14 DATE
 KATE WALKER, Member	9-8-2014. DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	KATE WALKER, Member	DATE