

TOWN OF ALLENSTOWN  
Select Board Workshop  
16 School Street  
Allenstown, New Hampshire 03275  
October 17, 2013

**Call to Order.**

The Allenstown Select Board Meeting for October 17, 2013 was called to order by The Chair at 5:30pm.

**Roll Call.**

Present on the Board: Jeff Gryval and Sandy McKenney.

**Excused:** Jason Tardiff

**Others Present.**

Allenstown Staff: Larry Anderson, Sewer Department and Shaun Mulholland, Town Administrator.

**Discussion of Property and Liability Numbers**

Mrs. McKenney asked if they could discuss the property and liability numbers that went out today. Mr. Mulholland stated that he has fixed the numbers but that he hasn't sent them the new spreadsheet. He stated that the Unemployment Compensation went down but that the Workers Compensation went up so that they are going to just about wash each other out. He also stated that Property and Liability went up as well. He stated that he is trying to wait for the health insurance which should be in by Monday or Tuesday at the latest. He explained that the health insurance numbers will not be based on actual usage. Mr. Mulholland stated that it would be wise to check with the competition to see what the rates would be for the Health Insurance.

**Discussion of Agenda for Monday, October 21<sup>st</sup> meeting**

Mrs. McKenney stated that they should discuss how they are going to open the meeting on Monday. She asked how long the presentation will be for the Tri-Town Ambulance. Mr. Mulholland stated that it will depend on how many questions they ask. He asked the Board if they are looking for a full presentation and stated that Chief Paulsen is preparing for a full presentation. The Board agreed that a presentation would be beneficial for everyone present.

Mrs. McKenney asked what the bottom line was for the Tri-Town Ambulance. Mr. Mulholland stated that the proposed budget is \$207,045. Mr. Gryval asked Mr. Mulholland about other costs that need to be rolled over into next year's budget. Mr. Mulholland explained that there is a 51%

increase in the Ambulance Budget. He stated that the actual cost of doing business has only gone up about 6% and that the rest of the costs represent the red ink for 2013 that they anticipate and has a much more conservative number for next year based on what happened this year.

Mr. Mulholland pulled up the Ambulance Budget on the laptop for the Board to see the breakdown better. Mr. Gryval stated that as long as they have this agreement they are going to be responsible for paying their portion of the budget.

Mr. Gryval stated that after the Department Head Status Reports, they have the Approval of 2014 Proposal Budgets which is when he thinks that they will discuss the budget cuts. Mrs. McKenney stated that she thinks that it would be good if Chief Paulsen would stay for the whole meeting.

Mrs. McKenney asked Mr. Gryval if he is going to have something to say to get the Budget Approval discussion started on Monday. Mr. Gryval stated that he spoke with Mr. Tardiff several times throughout the week as to how he felt he thought this should go. Mr. Gryval stated that he offered to take over this part of the meeting since he is the Ex-Officio for the Budget Committee and that Mr. Tardiff doesn't care if he takes that part over.

Mr. Gryval stated that one of the things that everyone agrees upon is that there should be some type of open statement to explain how they got to where they are in the budget process. He stated that they need to explain the directive that they gave the Department Heads and explain the reasons for cutting the budgets even though they came in below default. He also stressed that they need to let the people know that all the departments are being cut so that everyone is feeling the strain.

Mrs. McKenney asked how much they came up with to cut from the proposed budget. Mr. Mulholland stated that they came up with cutting a total of \$190,653. Mr. Gryval stated that they need to look at where they have already cut the budget this year and gave the example of the Police Department. Mr. Gryval asked if they cut anything from the Town Clerk's budget. Mr. Mulholland stated that they have not but that there has been some reductions made at the beginning of the process. He stated that he thinks it is also important to discuss the tax impact.

Mr. Mulholland stated that they need to determine whether or not they should take public input because it is not a public hearing. Mr. Gryval stated that he believes in taking public input at the appropriate time and that he is fine with having questions. Mrs. McKenney agreed that it is a good thing to get the public's input. The Board agreed to put together an opening statement for Monday's meeting.

Mr. Gryval suggested that they take each department one at a time, alphabetically. Mrs. McKenney asked if they are going to readjust for the cuts that they made the other night. Mr. Mulholland stated that the Board did not make any cuts the other day but that they asked the

Department Heads to be prepared to tell them of the potential impacts on their budgets when the cuts are made.

Mr. Mulholland recommended that the Board doesn't go and vote on each line. He suggested that they fill it all in and vote on a bottom line. Mrs. McKenney asked how they will know where they are on each line. Mr. Mulholland stated that after they discuss each line, he will type it in to see how the bottom line is changing.

Mr. Mulholland reviewed the numbers that Mr. Smith had come up with and explained a few changes in numbers such as the School Board. Mr. Gryval stated that these numbers represent a two point something increase. Mrs. McKenney stated that once they get all the numbers in, they may still have to work to cut the bottom line down. Mr. Mulholland explained that this is what they have to determine as they may need more cuts to be made or the increase percentage needs to be increased.

Mr. Mulholland stated that if the budget cuts the Select Board propose ends up in layoffs, those should take effect January 1, 2014 and the Select Board needs to notify people right away. He also stated that if the Budget Committee determines to cut the bottom line even more than the Select Board's proposed budget than the Select Board has to determine where the cuts will be because they don't have the authority to so do. The Board discussed the possible situation that they could be in if the Budget Committee decides to cut the budget even more.

Mr. Mulholland pointed out that a lot of communities where the Budget Committee doesn't make a decision until after the public hearing for the budget which would put them at January 11<sup>th</sup> and they would have to make the decision that day. He stated that it does not leave much time for preparing for the Deliberative Session. Mr. Gryval stated that if the Budget Committee cuts the budget even more than they have already done, it is going to affect the employees. He stated that this scenario was discussed at last year's budget meeting.

Mr. Gryval suggested that they give the opening statement and then go through each of the nine departments alphabetically. Mrs. McKenney asked if they are going to explain the reasons that personnel, legal and finance increase. Mr. Mulholland stated that they have already been through the budgets already and if they want to do it that way then they should go about it a different way. Mr. Gryval stated that he was thinking that they should focus on the departments that they are going to cut. He also stated that they have done over all of the lines at least once. He discussed some of the lines that they have already looked at and are pretty sure that they aren't changing them.

Mr. Gryval asked Mr. Mulholland if his spreadsheet will have something to show what the percentage increase there will be to the tax rate. Mr. Mulholland stated that he won't have that because to do that they have to take revenues into consideration. Mr. Gryval explained that he is

looking to know how close they are to the two percent increase to the default that they discussed. Mrs. McKenney stated that they should know that before the meeting. Mr. Mulholland stated that he doesn't think that the Selectmen know where exactly all those budgets are going to be cut at this point and therefore, can't determine where they are going to land as far as the two percent is concerned.

Mrs. McKenney asked Mr. Mulholland if the sheet will be available for those who come to the meeting on Monday. Mr. Gryval asked if they could put the sheet on the overhead for everyone to see. Mr. Mulholland stated that he does not know where Mr. Apple got the overhead he used last year but that they could use one if they could find one. Mr. Gryval stated that he thinks that it would be a waste of money if they were to make copies but that the Board members should have individual copies. There was further discussion of what to make available to the people present at the meeting on Monday. The Board determined to have 50 copies of the overview sheet available for those in attendance on Monday.

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

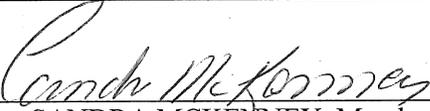
A Roll Call Vote was taken: Mr. Gryval-Yes and Mrs. McKenney-Yes. Mr. Gryval declared the Motion passed.

Mr. Gryval adjourned the meeting at 6:34pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

October 17th , 2013

**Signature Page**

<b>Original Approval:</b>	
 JASON TARDIFF, Chair	11-4-13 DATE
 JEFFREY GRYVAL, Member	11-4-13 DATE
 SANDRA MCKENNEY, Member	11-04-13 DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JASON TARDIFF, Chair	DATE
	JEFFREY GRYVAL, Member	DATE
	SANDRA MCKENNEY, Member	DATE

