

TOWN OF ALLENSTOWN  
Budget Committee  
Allenstown, New Hampshire 03275

Minutes of Public Hearing  
May 23, 2013

**Call to Order.**

The Allenstown Budget Committee Meeting for May 23, 2013 was called to order by the Chair at 6:30pm.

**Roll Call.**

Present on the Board: Dave Eaton, Larry Anderson, Carl Caporale , Jerry McKenney , Dave Coolidge , Mike Frascinella , Deb Carney, Chris Lavalley, Robin Richards, Roger LaFleur, Jeff Gryval, and Andrea Martel.

Excused: Penny Touchette and Carol Merrill

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials:

Allenstown Staff: Shaun Mulholland, Town Administrator and Diane Demers, Deputy Town Clerk/Tax Collector.

**Review Expenditure and Revenue Reports**

**Town Expenditures and Revenue Reports**

The Chair stated that they have reports from the Town, Sewer Department and the School Board. He stated that he spoke to Mr. Irzyk and if there are any questions for the School Board they are to write them down so that Mr. Irzyk can get responses back to them.

The Board reviewed the expenditure and revenue reports from the Town. Mr. Mulholland stated that the reports are year to date and that they do these reports every month for the Select Board. He explained the layout of the report for the members. He also stated that the report shows what percentage of the budget they are at for the particular time of the year.

Mr. Mulholland stated that they are at about 67% for the budget which is good for this time of year. He also stated that there are some expenditures that will go over because they are things that they have no control over and they have to pay for those expenses. He explained that some line items were done at a dollar amount so that they could keep the line open but that he will not be doing that anymore.

Mr. Mulholland stated that revenues are something that the Budget Committee should be looking at and that when they do their audit they are asked why the Budget Committee hasn't been looking at the revenues. He stated that the revenues are tracking pretty much where they should be for right now. He stated that yield taxes are down a bit. Mr. Frascinella asked what a yield tax is. Mr. Mulholland stated that he doesn't know but that he will find out for them.

Mr. Mulholland stated that the bills just went out and that residents are paying at a good pace. He explained that this is a difficult time with cash flow with the school needing their funds. He stated that they haven't had a cash flow problem for several years now.

Mr. Caporale asked if the income from departments is broken down somewhere else on the form. Mr. Mulholland stated that it is not broken down on the form but that it is comprised of a lot of different things. Mr. Mulholland explained that the income is from charging people for copy of reports and similar items.

Mr. Gryval informed the Budget Committee that since the committee last met, the Select Board has offered Mr. Mulholland the position of Town Administrator which he accepted and will begin officially on August 1<sup>st</sup>. He also informed them that Mrs. Demers is back working for the town. He stated that she had left for a while and that she is back as the Deputy Town Clerk and Deputy Tax Collector. He also stated that Mrs. Demers will be taking over some of the Welfare functions.

Mr. Frascinella stated that the article in the paper said that Mr. Mulholland would be retiring from the Police Department as of August and that someone had mentioned to him that if one retires from a government job then they cannot take another government job. Mr. Mulholland stated that there are certain positions that are exempted in State statute and that is one of the positions that is exempted.

Mr. Frascinella also asked about the salary that Mr. Mulholland will be receiving and that he thought there had been a sizable increase. Mr. Gryval explained that there hadn't been an increase and that Mr. Mulholland will be getting the same as what the prior Town Administrator was making. Mr. Mulholland stated that it is actually a cut in pay from what he is making now. The Chair explained that Mr. Mulholland is only getting one paycheck right now and that right

now he is getting paid as a Police Chief and then in August he will be paid as the Town Administrator.

Mr. Coolidge asked how they arrived at Mrs. Demers' salary. Mr. Gryval stated that Mrs. Demers is getting the same rate as she was before she left. Mr. Frascinella asked Mr. Gryval what would happen at his workplace if someone left and then came back. Mr. Gryval stated that the person usually comes back with a higher amount and better benefits. The Chair stated that in his line of work, if an employee comes back they won't put them in at a lower rate. Mr. Caporale stated that he thinks that every employer is different. Mr. Gryval explained that this way is less expensive to have Mrs. Demers doing the jobs that she is.

Mr. Frascinella asked Mr. Gryval what they are doing to replace Mr. Mulholland as Police Chief. Mr. Gryval stated that the Board voted to open up the hiring process to the outside world for the Police Chief. Mr. Mulholland stated that it will cost about \$600 for advertising and that the rest of the hiring process is the staff time.

#### **Sewer Commission Expense and Revenue Report**

The Chair explained to Mrs. Carney and Mr. Lavalley that the Sewer Department is separate from the Town's budget. Mr. Caporale stated that currently they are at 49% of the budget. Ms. Martel explained that through the end of April they have spent about 13.7% which puts them about 15% below where they usually are this time of year.

Mr. Caporale stated that they have projects coming up. He stated they are looking at an additional building to house the chlorine. Mr. Anderson explained that when they the biomag system in it was supposed to handle a lot of water but that the chlorine plugged up. He stated that they will be opening up the lines to be big lines and also making the building big enough to put a 1500 gallon tank in there to hold the chlorine.

Mr. Caporale stated that the water they are putting into the river has to be cleaner than the water they take out. He stated that this building is part of an EPA requirement. He also stated that if storm water becomes an issue for the town at some point, the additional chlorine infusion could help with that.

Ms. Martel explained that they are putting in three new processes. She stated that the dechlor process will allow them to inject chlorine and remove part of it. She stated that the building they just discussed is part of this process. She also stated that the other two projects will be PH and Chemical addition. She stated that they are doing this because there is a new permit coming which will require them to remove phosphate.

Mr. Caporale stated that their spending at this point is low and that everyone is cutting budgets. He stated that they are trying to maintain their goal of \$5,000 higher than last year. He stated that their hauling has increased. Ms. Martel stated that they are about 7% higher than last year and that this is due to their receiving station is almost complete. Ms. Martel stated that there is a list of haulers which shows them that there are 200 haulers in the state and they are taking in about 40 haulers.

Mrs. Carney asked about the new chemicals that they have to change for the phosphate and what that will be used for. Ms. Martel stated that the water is put back into the river and that the water has to be cleaner then when it came out.

Mr. Caporale stated that blow off is what the tank is doing to try to get the stuff off. Ms. Martel explained that the blow off system is to get the sand and grit off the tank. She stated that some of the drivers believe that if they put on their pump and add pressure to the truck, it will remove the grit but that it does not. She stated that it actually damages the lines. Mr. Caporale stated that they are working on making it so that once there is a pressure increase, it will shut down.

Mr. Caporale stated that they are trying to become more green friendly by drying the product that remains. He stated that by doing this they could sell the fertilizer at a class A. He stated that they are still finding ways to save money and different ways to cut costs.

Mr. Anderson stated that the Sewer Department has good relationships with the other departments in town and are working well with them to get projects done. He also stated that they are going to be putting in a new main on Court Street. He stated that Ms. Martel has examined that and it is all clogged up.

Mr. Caporale stated that they did a lot of repairs last year and that they are almost on track for that with the exception of the EPA requirements. The Chair stated that one of the things they did a few years ago is that they did tours of the facilities. He suggested that they have one of their Budget Committee meetings there and see the facility.

### **Swear in Member of the Board**

The Deputy Town Clerk swore in Robin Richards as a member of the Budget Committee.

### **School Board Expenditures and Revenue Reports**

The Chair stated that if there are any questions on the School Board report they will write them down and that Ms. Martel will get the answers for them.

The Chair stated that the School Board budget goes from July 1<sup>st</sup> to June 30<sup>th</sup> so that when they meet again in August; there will be a new year budget wise. Ms. Martel stated that the budget

that was sent out is pretty close to the end of the school year. Mr. Caporale stated that they are only looking at a \$150,000 surplus. Mr. Mulholland stated that it doesn't include the 2% raise increases. Mr. Frascinella asked if the School budget that they voted on in March will be what will take effect as of July 1<sup>st</sup>. Ms. Martel stated that is correct.

Mr. Anderson stated that he has a question about multiple line budget items being overdrawn. Mr. Frascinella asked what the ENC column stands for on the report.

Mr. LaFleur asked Ms. Martel for clarification on what the difference between account number 001.1100 and .1200 is. Ms. Martel stated that the account number 1100 is for the regular pre-kindergarten through grade 12 education programs, the 2000 are support services, the 3000 are operation of non-instructional services such as the lunch program, and the 4200 is site improvement services. Ms. Martel explained that 101 is Allenstown Elementary and 102 is ARD. She also stated that the teacher's salaries on page five are the special education salaries.

Mr. LaFleur asked what is considered to be special programs. Ms. Martel stated that it is anyone who is special needs. Mr. Frascinella asked what it means that one salary line is over and the other is under. Ms. Martel stated that she doesn't know why it's over but that she can find out that for them. The Board asked Ms. Martel to get a breakdown of the accounts and what each one is for.

Mr. LaFleur stated that the \$269,000 that is in the budget for Guidance Assessment. He asked if this is the town's portion that goes to the SAU or if that is spent directly within the town. Ms. Martel stated that she is not sure and will find out for them. Mr. Caporale asked Ms. Martel to get clarification of Principal's office printing account and the amount on that line item. He also asked her to find out why they over budget with the travel custodian.

### **Review and Approve Minutes for April 11, 2013**

The Chair stated that Mrs. Touchette had reviewed the minutes at one point but had not been able to send him the corrections. He also stated that there was an error on page five and that it should not be Mrs. McKenney. Mr. Frascinella stated that there was a typo that should state that he wondered not wandered. Mr. Richards pointed out a typo on page three with the sentence missing MS-4 to complete the thought.

Motion. Mr. LaFleur made a motion to accept the meeting minutes for April 11, 2013 with said amendments. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mr. Richards-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mr. Gryval- Yes; Mr. Lavalley-Yes; Mrs. Carney-Yes; Mr.

Frascinella – Yes; Mr. LaFleur-Yes; Ms. Martel-Abstained; and Mr. Eaton-Yes. The Chair declared the Motion passed.

### **New Website content**

The Chair stated that the new website is [www.allenstownnh.gov](http://www.allenstownnh.gov) and that they have their own page for the Budget Committee. He stated that Mrs. Touchette has accepted the task of being Webmaster for the page and any changes they want to make she will do. He stated that the meeting agendas, meeting minutes, a list of the members, and the purpose of the committee will be on that page. He suggested to the members that they take a look at the page and give any feedback.

Mr. Mulholland stated that the Master Plan survey is on the website. He stated that they can do the survey through the website or there is a printed out version at the town hall. Mr. Frascinella stated that one thing he noticed missing was posting the results of town elections.

### **Other Business**

Mr. Mulholland informed the Board that the yield tax is the timber tax.

Mr. Mulholland stated that they were able to get a 90 day extension for the MS-4. He stated that the Select Board joined a coalition with other towns and filed litigation the EPA for the permit. He explained that some of the requirements are unrepresented and that some things that they have asked them to do are impossible to do. He stated that they are paying \$800-900 for the legal fees for the coalition. He also stated that they have begun the process for some of the requirements including hiring an engineering firm to test the water coming out of the storm drains.

Mr. Mulholland explained that each EPA region gets to make their own regulations. He stated that the EPA doesn't care about the costs and the guy who was working there just got laid off so there is no one to talk to. He expressed concern for the EPA hiring some college kids who go through the permit and write up violation that the EPA will sue the town for. He explained that Plaistow got a \$60,000 fine for not meeting the EPA standards. He stated that there is no Federal funding to take care these federal requirements. He also stated that only fifty towns in the state that includes Allenstown. Mr. Mulholland further explained some of the costs that will be associated with the MS-4 permit such as costs to prepare yearly reports for the EPA.

The Chair stated that the next meeting is in August. Mr. Mulholland stated that the Board of Selectman has a basic plan but they haven't set up a schedule yet. He stated that there will be an initial look at the budgets, some guidance, and additional cuts before they send them to the Budget Committee.

Mr. Frascinella asked Mr. Mulholland if as of right now, the tax rate will be up about eight percent. Mr. Mulholland stated that as of right now they don't have the exact numbers and that they won't have that until the school finishes for the year. He also stated that they have to do a re-evaluation which will affect their values of the homes and potentially the tax rate.

Mr. Anderson stated that the Sewer Department is working on getting the budget separated from the town. He stated that it has gone through the House and the Senate and may have to go through the Committee of Conference. Mr. Mulholland stated that it may or may not be on the same MS-7 but that is up to the Select Board because it is still on their ballot.

The Chair asked about the status of the fire truck. Mr. Mulholland stated that it has been ordered and that they are looking at getting it around December or January. Mr. Frascinella asked if there will be an expense for the truck between now and then. Mr. Mulholland stated that the first payment of \$84,000 will be due and has already been paid to them.

Motion. Mr. Anderson made a motion to adjourn. Mr. Richards seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mr. Richards-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mr. Gryval- Yes; Mr. Lavalley-Yes; Mrs. Carney-Yes; Mr. Frascinella – Yes; Mr. LaFleur-Yes; Ms. Martel-Yes; and Mr. Eaton-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:40pm.