

Municipal Budget Committee Meeting  
Community Center  
8 Whitten Street  
Allentown, New Hampshire 03275  
March 22, 2018

**Call to Order**

The Allentown Municipal Budget Committee Meeting was called to order at 6:06 p.m. by Chairman Keith Klawes.

Chairman Klawes called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Debra Carney, Carol Angowski, David Coolidge, Melaine Boisvert, Tiffany Ranfos, Chad Pelissier, Jeffrey Venegas, David Eaton, Keith Klawes, Ronnie Cox

Town staff: Mike Stark, Town Administrator; Debbie Bender, Finance Director

**Elect Chairman**

On motion of Ms. Boisvert, duly seconded by Ms. Ranfos, it was voted to elect Keith Klawes as Chairman.

Chair Klawes accepted the position.

**Elect Vice Chairman**

On motion of Ms. Angowski, duly seconded by Mr. Venegas, it was voted to elect Ms. Boisvert as Vice Chairman.

Ms. Boisvert accepted the position.

**Elect Secretary**

Chair Klawes reported that Kris Raymond could not attend this meeting because the School Board called an emergency meeting to address the resignation of David Ryan as Superintendent, effective June 30, 2018. However, he stated that Ms. Raymond is willing to act as Secretary of the Municipal Budget Committee.

On motion of Ms. Ranfos, duly seconded by Ms. Boisvert, it was voted to elect Ms. Raymond as Secretary.

**Accept Resignations**

Chair Klawes announced the resignation of two members: Mark Wilder and Fran Severance. Mr. Wilder has moved out of Town and Mr. Severance no longer wishes to serve. Chair Klawes noted that this leaves two spots vacant for these one-year positions.

On motion of Ms. Angowski, duly seconded by Mr. Coolidge, it was voted to accept the resignations of Mr. Wilder and Mr. Severance.

### **Review of Minutes**

On motion of Ms. Ranfos, duly seconded by Ms. Angowski, it was voted to approve the minutes of the January 13, 2018 meeting.

### **Review of Expenditure and Revenue Reports**

Ms. Bender stated that most of the 2017 items have been accounted for. There are a few adjustments still to be made to the 2017 budget. She said that this work has been delayed due to the resignation of the previous Finance Director and her own recent hiring.

Mr. Stark stated that all budget adjustments made were intentional and that he had knowledge of them. He said that the Community Center repairs were covered by insurance, minus the \$1,000 deductible.

Chair Klawes asked about encumbrances.

Mr. Stark responded that the numbers on the reports are dependable, spot on. There are no change orders and none are expected.

Ms. Boisvert asked about the Fire Department expense overage of \$25,656 for contract services.

Mr. Stark explained that this is for the salary of Fire Chief Shawn Murray, who is paid through an MRI contract.

Ms. Boisvert asked about the expense overage of \$24,000 for part-time salaries.

Mr. Pelissier explained that Chief Murray is only part-time, so someone else has to work part-time to fill in when Chief Murray is not there.

Ms. Angowski questioned an ASG contracted services expense overage of \$34,000.

Ms. Bender responded that this is for the assessor who conducted the reassessment of property values.

Chair Klawes added that the revaluation had to be conducted a year earlier than was scheduled.

Ms. Boisvert asked about Building Inspector contract services expenses in the amount of \$18,000 which were not budgeted.

Mr. Stark explained that the resignation of Dana Pendergast required contracting for a building inspector to fill that position. Some budget adjustments are still needed for this. The Town now has a contract with a new inspector who is not from MRI.

Mr. Coolidge asked why Dana Pendergast resigned. He heard that Mr. Pendergast purchased a fire truck without permission.

Mr. Eaton stated that this is not true.

Mr. Stark said that it was for personal reasons but not related to any wrongdoing on the part of Mr. Pendergast.

Mr. Eaton said that personnel matters are discussed in non-public session and sharing of information discussed in these private sessions had better stop!

Ms. Angowski asked about Highway Department Construction Supplies being overspent by \$18,000.

Mr. Stark said that would be items like piping for culverts.

Mr. Pelissier added that the Highway received extra dollars from the State, which is a good thing, and therefore did more roadwork than expected, resulting in extra expenses for supplies.

Mr. Stark said that the bottom line is okay. Departments are allowed to make line changes as long as the bottom line is on track. The Town does not make adjustments during the year, making it easier to track deviations and their causes.

Ms. Ranfos asked about a TRN Transfer to Expendable Funds in the amount of \$45,221.

Ms. Bender said that this probably is a transfer to the Capital Reserve Funds, but she will double-check that and get back to the Committee.

Ms. Ranfos referred to page 42, account line 4902, showing \$67,000 for encumbrances.

Ms. Bender said that she would check on that as well.

Mr. Eaton reminded everyone that this is only the expenditure side and that some of these items of concern probably are resolved on the revenue side.

Ms. Boisvert asked about a Police Department computer software account which is overspent by \$13,000.

Mr. Stark responded that this was for the TMC program, which was probably encumbered in 2016.

Chair Klawes asked the members to look next at the Revenue report for 2017. He asked Mr. Stark if the 2017 revenues met expectations.

Mr. Stark said that they did, overall. They always estimate revenues conservatively.

Mr. Coolidge asked about the status of the lawsuit with Pembroke regarding the sewer treatment plant.

Mr. Stark said that the Supreme Court heard the case on February 7, 2018.

Mr. Coolidge asked if M. Stark got any idea of how the judges might rule.

Mr. Stark responded that Allentown was mostly providing information and that Pembroke was defending itself. That might mean that the decision will be in Allentown's favor, he said, adding that he is not on the Supreme Court! He added that the judges were knowledgeable and engaged.

Chair Klawes asked the Finance Director if 2017 would be totally closed out by the next meeting on April 19, 2018.

Ms. Bender responded that the consultant who is working with the auditors has not completed that work yet, and she does not know when they will be finished.

Ms. Angowski asked about a credit of \$1,600 for EM River Gauge Maintenance.

Mr. Stark responded, saying that the Town pays the USGS (United States Geological Survey) to maintain the river gauge located at the dam next to Route 28 on the Town line.

Chair Klawes asked about a grant for Police Department exercises.

Mr. Stark said that this is for activities like active shooter exercises and testing of the warm zone training.

Ms. Angowski asked about a \$76,000 credit under the Parks & Rec Building account.

Ms. Bender responded that this is a check from the insurance company for repairs from damage to the building.

Chair Klawes asked about motor vehicle YTD revenue in the amount of \$164,000.

Ms. Bender said that this is the Town's portion of motor vehicle registration fees to date.

Chair Klawes asked for an explanation of the franchise fee revenue amount of \$12,749.

Mr. Pelissier explained that Comcast broadcasts public meetings and the fees for these broadcasts offset the Town's franchise fee payment to Comcast.

Ms. Angowski asked about revenue from the sale of trash bins by Casella.

Mr. Pelissier said that sometimes when people move, they take their trash/recycling containers with them so the new owners have to buy receptacles from Casella.

Chair Klawes stated that Ms. Raymond sent him the School budget, but there is no one present to answer questions. Ms. Raymond told him that the School budget is in good shape. He suggested that they discuss the School budget at the next meeting.

Mr. Stark suggested that it would be expedient if Budget Committee members email their questions to Ms. Raymond so that she will be prepared to answer them at the next meeting.

Mr. Venegas asked about the source of income from the Police Department.

Mr. Stark responded that the income is not derived from fines. It is income from items such as requests for reports and pistol permits. He added that actual revenue from pistol permits is down significantly.

Chair Klawes asked if there were questions about the Sewer Department budget.

Ms. Boisvert asked about the progress on the sewer project.

Mr. Pelissier reported that they are working on the easements now and hoping to begin construction in June. He said that the challenge is to find the best way to get to Library Street. There are two routes under consideration, and they hope to use an easement rather than eminent domain.

Ms. Boisvert asked about construction costs.

Mr. Pelissier said that the State wants to dig deeper than they already have to look for artifacts. This will add to the cost but is a necessary step in order to get the loan.

Chair Klawes announced that the next meeting will be on April 19, 2018 beginning at 6:00 p.m.

On motion of Ms. Boisvert, duly seconded by Ms. Carney, it was voted to adjourn at 7:11 p.m.

*Keith F. Klawes*

05/22/2018

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KEITH KLAUES, CHAIRMAN

# Signature Certificate



Document Reference: 5Z8MP7J36JI67FSKNIX99Y

## RightSignature

Easy Online Document Signing



Keith Klawes

Party ID: PYIL37J7EK3T3385NDK4I4

IP Address: 64.222.202.101

VERIFIED EMAIL: chefkk@comcast.net

Electronic Signature:

*Keith F Klawes*

Multi-Factor  
Digital Fingerprint Checksum

04777aa5cec34c4fba80aca61f23542fd6a163c1



### Timestamp

2018-05-22 03:06:16 -0700

2018-05-22 03:06:16 -0700

2018-05-22 03:03:51 -0700

2018-05-16 05:27:11 -0700

### Audit

All parties have signed document. Signed copies sent to: Keith Klawes and Michael Stark.

Document signed by Keith Klawes (chefkk@comcast.net) with drawn signature. - 64.222.202.101

Document viewed by Keith Klawes (chefkk@comcast.net). - 64.222.202.101

Document created by Michael Stark (mstark@allentownnh.gov). - 64.222.96.214



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