TOWN OF ALLENSTOWN

Planning Board 16 School Street Allenstown, New Hampshire 03275 August 30, 2017

Call to Order.

The Allenstown Planning Board Meeting for August 30, 2017 was called to order by Chair, Mike O'Meara at 6:31p.m.

Roll Call.

Present on the Board: Diane Adinolfo, Chad Pelissier, Mike Frascinella, Mike O'Meara.

Ex-Officio: Ryan Carter - Not Present

Others Present.

Residents of Allenstown: None

Others Present: None

Other Public Officials: None

Allenstown Staff: None

OLD BUSINESS/RECIEPT OF APPLICATIONS & PUBLIC HEARINGS

a. 2018 Budget Discussion.

The Chair presented the proposed 2018 Planning Board Operating Budget for review and discussion. The budget write-up was discussed by the Chair, and the proposed expenditures were reviewed, including explanation of the method(s) used to determine the individual line item proposed expenditure requests. The Chair advised that the proposed budget for 2018 is \$10,670, an increase of 8.6% over the 2017 figure. Following some general discussion and clarifying questions from board members, the Char requested a motion to approve the submission of the proposed 2018 budget to the Select Board.

Motion made by Diane Adinolfo to approve the proposed 2018 Planning Board Operating Budget for submission to the Select Board. Motion seconded by Mike Frascinella.

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Marion made by Orene Adicald, to appear on he proposed 701d Clemeing Boing Operating.

Vote: Diane Adinolfo – Yes, Chad Pelissier – Yes, Mike Frascinella – Yes, Mike O'Meara – Yes. Motion carried and the proposed budget was approved.

NEW BUSINESS/RECIEPT OF APPLICATIONS & PUBLIC HEARINGS.

a. None

UNAPPROVED MINUTES:

- a. It was noted for the record that the minutes for July 19, 2017 were previously approved at the August 02, 2017 meeting.
- b. Review unapproved minutes from the August 02, 2017 meeting.

Motion made by Diane Adinolfo to approve the minutes of the August 02, 2017 meeting. Motion seconded by Mike Frascinella.

Vote: Diane Adinolfo – Yes, Chad Pelissier – Abstain (not present at that meeting), Mike Frascinella – Yes, Mike O'Meara – Yes. Motion carried and the minutes were approved.

IV. CORRESPONDENCE & OTHER BUSINESS:

a. None

V. STAFF UPDATE:

a. None

VI. ADJOURN

There being no further business before the board, the Chair requested a motion to adjourn. Motion made by Chad Pelissier. Motion seconded by Diane Adinolfo.

Vote: Diane Adinolfo – Yes, Chad Pelissier – Yes, Mike Frascinella – Yes, Mike O'Meara – Yes.

Motion carried and the meeting was adjourned at 6:49 p.m.

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 - the service of unreproved minutes from the August 92, 2017 months

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Signature Page

Approv	val:
Michael A. O' Meses	9/06/2017.
MICHAEL O'MEARA, Chair	DATE
NIA.	
CHAD PELISSIER, Vice Chair	DATE
Ceané Odenois	9/4/17
DIANE ADINOLFO, Member	DATE
michael Francische	9/0/17
MICHAEL FRASCINELLA, Member	DATE
Rw L	9/6/17
RYAN CARTER, Ex-Officio	DATE

Signature Page

Am	endment Approvals:	
Amendment Description:	Approval:	Date:
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	RYAN CARTER, Ex-Officio	DATE

Planning Board

Town of Allenstown

2018 Operating Budget

16 School Street Allenstown, NH 03275 Planning Board

Town of Allenstown

2018 Operating Budget

2017 Summary

The Planning Board continues to support the development of both new and existing properties within the town. Members of the board additionally participate on other town committees, such as the Economic Development Committee, Financial Services Review Committee, Suncook Village Commission, and the Central New Hampshire Regional Development Commission.

The board make-up has undergone several changes during the year, with the addition of new and alternate members, and the loss of two long serving members:

Larry Anderson passed away earlier in 2017 following an illness. Larry was a long-time member of the Planning Board (and others), and his many contributions to this board and our town will be sorely missed. We would like to thank Larry and his family for his many years of dedicated service to Allenstown. May he rest in peace.

Chris Roy resigned as Chair, and a member of the board, following his relocation outside of the area. We would like to thank Chris for his more than 8 years as Chair of the board and wish him the very best for the future.

2018 Budget Overview

The Planning Board, having duly discussed the content and proposals of the budget in a scheduled board meeting, and with a quorum of board members present, has approved the proposed 2018 Operating Budget as described herein. A discussion of Line Item entries can be found on Pages 3 and 4, with a summary presented in Appendix I. As Chair of the board, and on its behalf, the proposed budget is presented for review and approval.

Respectively submitted,

Michael O'Meara

Planning Board Chairperson

Michael A. O'Meres

CONTRACTOR

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EXPENSES

Training \$250.00

The Training line item is maintained at the same level as the approved 2017 budget.

IT Services \$120.00 (+67%)

Based on information from town management, the shared cost for IT services will increase from \$72.00 to \$120.00 for 2018.

Minutes Transcription

\$900.00

The Transcription line item remains unchanged at the level approved in the 2017 budget.

Legal Expense \$4,500.00

Through mid-year 2017, expenditure reports indicate that legal expenses are running at ~46% of budget. The line item expense is therefore being maintained at the 2017 approval level for the 2018 budget cycle.

Contracted Services

\$3,500.00 (+16.7%)

While expense reports through mid-year indicate that expenditures are running at \sim 30% of budget, it is noted that invoicing typically lags by several months, and the reports may not be indicative of actual expenditures at the time of budget preparation. Historical data (excluding costs associated with the 2016 Charette) indicate that the typical annual expenditure is in the range of \$3,500 - \$4,000.00. Based on the available information, the line item has therefore been conservatively adjusted to fund the projected expenditure during the 2018 budget cycle.

Master Plan \$0.00

While the Master Plan line item remains in the budget for planning purposes, there is currently no projected expenditure for the 2018 budget cycle. The item is not therefore planned for funding.

Computer/Software

\$100.00

The Computer/Software line item is maintained at the same level as the approved 2017 budget.

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Through mid-year 2017, expenditure macris infranta distilleral expenses are numbrig at "25% or undiget. The line item expense is therefore point manualnes of the 2017, paravaries of the 15 or the 2018 pode or evels

Contracted Services ss 500 ng (-16 25)

While expense reports through mid-year indicate that expensiones are nating at 36% of bidget. It is noted that it working typically have by several arount a and the reports may not a indicative by school as a several expenditure at the birds of a count series of an indicative by the first several with the 2016 several of the actual the typical and at dependiture aim the representative with the 2016 several on the actual of the attention and the first indicate of the count content of the project of expenditure is during the 2018 and of the

Master Plan

Walls the Master Plan line item remains in the budget for planning purposes, there is currently not projected expenditure for the 2015 to squared by the item is not therefore planned by the first section in the control of the first section.

Communer/Software 500 to 500 to

The Companies Software line trem is maintained at the same level as the approved 2017 burkest.

Advertising \$500.00

Through mid-year 2017, expenditure reports indicate that Advertising expenses are running ahead of plan at ~75% of budget. However, as a cost avoidance measure, the board has elected to change the publication used for advertising. This is expected to reduce expenditure between 40-50% (on a per-advertisement basis). The line item expense is therefore being maintained at the 2017 approval level in anticipation of reduced costs.

Dues & Publications \$100.00

The Dues & Publications line item is maintained at the same level as the approved 2017 budget.

<u>Supplies</u> \$200.00 (+100%)

While expense reports through mid-year 2017 indicate that expenditures are running at $^{\sim}$ +848% of budget, this appears to be an outlier and not indicative of typical annual costs. Historical data indicates that an adjustment is prudent to more closely reflect actual expenditures. The line item has therefore been adjusted, to fund the projected expenditure during the 2018 budget cycle.

Postage \$500.00 (+67%)

Expense reports through mid-year 2017 indicate that expenditures are running at $^{\sim}$ +119% of budget. Review of current and historical data indicates that an adjustment is warranted to more closely reflect actual/anticipated postage costs. The line item has therefore been adjusted to fund the projected expenditure during the 2018 budget cycle.

Summary Comparison

2017 Approved Budget	2018 Proposed Budget	Difference (\$)	Difference (%)
\$9,822.00	\$10.670.00	\$848.00	8.6%

Through mid-year 2017, expenditure interest that Advertising expenses are uning enced of plan at 775% of budget, trowerer, as a cost avoid one measure. The board has elected to change the publication used for adverti, log. This is expected to reduce expenditure between at 50% (on their reverses an basis). The line from expense is these fore being maintained at the LITT account level in antiquation of reduced coats.

Piers & Fubliculous -

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Supplies

\$200,00 (+360%)-

While expense reports through and vest 2012 mease that a penditures are maning at +943th of burdest this appears to be an orthogram of the area of typical annual costs. He to deta included that the project to more closely reflected expenditures. The inalisant in the reflection beautiques of the inalisant or projected expenditure during the 2018 bidget cycle.

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\$200,00 [445.4]

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Appendix I

2018 Budget Summary

Appendix

2018 Budget Summary

2018 Planning Board Budget

Account Name	2016 sudget	2016 Actual		2017 Budget	2018 efault	R	2018 DEPT. equested	Dept. % Increase	
PZ PB Training	\$ 250	\$	-	\$250	\$ 250	\$	250	0.0%	
PZ PB IT Services	\$ 72	\$	72	\$72	\$ 72	\$	120	66.7%	
PZ PB Minutes Transcription	\$ 900	\$	-	\$900	\$ 900	\$	900	0.0%	
PZ PB Legal Expense	\$ 4,500	\$	4,640	\$4,500	\$ 4,500	\$	4,500	0.0%	
PZ PB Contracted Services	\$ 3,000	\$	6,387	\$3,000	\$ 3,000	\$	3,500	16.7%	
PZ PB Master Plan	\$								
PZ PB Computer/Software	\$ 100	\$	-	\$100	\$ 100	\$	100	0.0%	
PZ PB Advertising	\$ 500	\$	783	\$500	\$ 500	\$	500	0.0%	
PZ PB Dues & Publications	\$ 100	\$	-	\$100	\$ 100	\$	100	0.0%	
PZ PB Supplies	\$ 100	\$	348	\$100	\$ 100	\$	200	100.0%	
PZ PB Postage	\$ 300	\$	1,180	\$300	\$ 300	\$	500	66.7%	
Total Planning Board	\$ 9,822	\$	13,410	\$9,822	\$ 9,822	\$	10,670	8.6%	

2918 Planning Board Budget

PLANNING

	2016	2016	2017	2018	2018	Dept. %	2018	BOS	2018
Account Numbe Account Name	Budget	Actual	Budget	Default	DEPT.	Increase	BOS	% incr.	BUD COM
General Fund (1)					Requested				
01.4191.10.240 PZ PB Training	\$ 250	٠ \$	\$250	\$ 250	\$ 250	%0.0			
01.4191.10.301 PZ PB IT Services	\$ 72	\$ 72	\$72	\$ 72	\$ 120	%2'99			
01.4191.10.310 PZ PB Minutes Transcription	\$ 900	٠ \$	\$900	\$ 900	\$ 900	%0.0			
01.4191.10.320 PZ PB Legal Expense	\$ 4,500	\$ 4,640	\$4,500	\$ 4,500	\$ 4,500	%0.0			
01.4191.10.330 PZ PB Contracted Services	\$ 3,000	\$ 6,387	\$3,000	\$ 3,000	\$ 3,500	16.7%			
01.4191.10.331 PZ PB Master Plan	- \$								
01.4191.10.341 PZ PB Computer/Software	\$ 100	٠ \$	\$100	\$ 100	\$ 100	%0.0			
01.4191.10.540 PZ PB Advertising	\$ 200	\$ 783	\$500	\$ 500	\$ 500	%0.0			
01.4191.10.560 PZ PB Dues & Publications	\$ 100	٠ ۍ	\$100	\$ 100	\$ 100	%0.0			
01.4191.10.605 PZ PB Supplies	\$ 100	\$ 348	\$100	\$ 100	\$ 200	100.0%			
01.4191.10.611 PZ PB Postage	\$ 300	\$ 1,180	\$300	\$ 300	\$ 200	%2'99			
					<i>J</i> =0				
							1976		
Total PLANNING	\$ 9,822	\$ 13,410	\$ 9,822	\$ 9,822	\$ 10,670	%9'8			