

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.

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

NEW BUSINESS/RECIPT 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 STATE OF TEXAS

CHAPTER 1

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ARTICLE II

SECTION 1

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SECTION 2

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Signature Page

Approval:	
<i>Michael H. O'Meara</i>	<i>9/06/2017.</i>
MICHAEL O'MEARA, Chair	DATE
<i>N/A.</i>	
CHAD PELISSIER, Vice Chair	DATE
<i>Diane Adinolfo</i>	<i>9/6/17</i>
DIANE ADINOLFO, Member	DATE
<i>Michael Frascinella</i>	<i>9/6/17</i>
MICHAEL FRASCINELLA, Member	DATE
<i>Ryan Carter</i>	<i>9/6/17</i>
RYAN CARTER, Ex-Officio	DATE

Amendment 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

Allenstown, NH 03812
10 School Street

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

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 ~ 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.

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.

Supplies \$200.00 (+100%)

While expense reports through mid-year 2017 indicate that expenditures are running at ~ +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 ~ +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%

Advertising

Through mid-year 2017, expenditure reports indicate that Advertising expenses are running ahead of plan at 175% of budget. However, as a cost reduction measure, the Board has decided to change the publication rates for advertising. This is expected to reduce expenditure by between 41-50% (on a per newspaper basis). The line item expense is therefore being maintained at the 2017's original level in anticipation of reduced costs.

Press & Publications

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

Supplies

While expense reports through mid-year 2017 indicate that a spend has not running at 1042% of budget, this appears to be an outlier and is not a true reflection of typical annual costs. Historical data indicates that no adjustment is required to most of the previous expenditure. The Board has therefore been advised to fund a protected expenditure during the 2018 budget cycle.

Postage

Expense reports through mid-year 2017 indicate that expenditure is running at 115% of budget. Review of current and historical data indicates that an adjustment is warranted to more closely reflect actual expenditure. The line item has therefore been adjusted to fund a protected expenditure during the 2018 budget cycle.

Summary Comparison

2017 Approved Budget	2017 Reported Actual	Difference (\$)	Difference (%)
20,512.00	22,487.00	1,975.00	9.6%

Appendix I

2018 Budget Summary

Appendix I

2018 Budget Summary

2018 Planning Board Budget

Account Name	2016 Budget	2016 Actual	2017 Budget	2018 Default	2018 DEPT. Requested	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%

2018 Planning Board Budget

Category	2017 Actual	2018 Proposed	2018 Budget
Administrative	100,000	100,000	100,000
Capital	50,000	50,000	50,000
Community Development	200,000	200,000	200,000
Public Works	150,000	150,000	150,000
Police	300,000	300,000	300,000
Fire	250,000	250,000	250,000
Library	100,000	100,000	100,000
Parks and Recreation	150,000	150,000	150,000
Health and Human Services	100,000	100,000	100,000
Information Technology	50,000	50,000	50,000
Legal	50,000	50,000	50,000
Other	50,000	50,000	50,000
Total Planning Board	1,500,000	1,500,000	1,500,000

Account Numbr	Account Name	2016		2016 Actual	2017 Budget	2018 Requested			Dept. % Increase	2018 BOS	% incr.	2018 BOS
		Budget				Default	DEPT.					
General Fund (1)		\$ 250	\$ -		\$250	\$ 250	\$ 250					
01.4191.10.240	PZ PB Training	\$ 250	\$ -		\$250	\$ 250	\$ 250		0.0%			
01.4191.10.301	PZ PB IT Services	\$ 72	\$ 72		\$72	\$ 72	\$ 120		66.7%			
01.4191.10.310	PZ PB Minutes Transcription	\$ 900	\$ -		\$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	\$ -		\$100	\$ 100	\$ 100		0.0%			
01.4191.10.540	PZ PB Advertising	\$ 500	\$ 783		\$500	\$ 500	\$ 500		0.0%			
01.4191.10.560	PZ PB Dues & Publications	\$ 100	\$ -		\$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	\$ 500		66.7%			
Total PLANNING		\$ 9,822	\$ 13,410		\$ 9,822	\$ 9,822	\$ 10,670		8.6%			

