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**TOWN OF ALLENSTOWN
Budget Committee Meeting Minutes
Community Center – Whitten Street
Allenstown, New Hampshire 03275
November 13, 2021**

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Call to Order

8 The Allenstown Municipal Budget Committee Meeting of November 13, 2021 was called to order at 9:10
9 AM by Chair Boisvert.

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11 Chair Boisvert led the Pledge of Allegiance.

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Roll Call

14 Present on the Board: Chair Melaine Boisvert, Sandra Lambert, Julie Keane, Carol Angowski, Jeffrey Venegas,
15 Mike Juranty, Bobbie Laflamme, Deb Carney

16 Excused: Matt Pitaro

17 Allenstown Staff: Derik Goodine, Town Administrator; Debbie Bender, Finance Director; Keith Klawes,
18 Selectboard Representative, Kris Raymond, School Board Representative; Sandy McKenney; Selectboard, Scott
19 McDonald Selectboard

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APPROVE MINUTES OF OCTOBER 28, 2021

22 Chair Boisvert said there were a couple of edits to be made including p. 1, to nominate Sandy Lambert
23 and not Bobbie Laflamme to the Budget Committee. Also, she said that on p. 3, it should say “pave”
24 Library Street. There were a few other changes made to the minutes by Chair Boisvert and Ms.
25 Raymond, including the spelling of Ms. Laflamme’s name.

26 Ms. Agnowski made a Motion to accept the minutes as amended. Ms. Raymond seconded the Motion.

27 Roll Call vote was taken.

28 Melaine Boivert, Aye
29 Julie Keane, Aye
30 Keith Klawes, Aye
31 Carol Angowski, Aye
32 Kris Raymond, Aye
33 Jeffrey Venegas, Aye
34 Mike Juranty, Aye
35 Deb Carney, Aye
Bobbie Laflamme, Aye

36 Sandy Lambert, Aye

37 The Motion passed unanimously.

38 ➤ **LIBRARY AND COMMITTEES (EDC, PLANNING BOARD, ZBA, BUDGET)**

39 Mr. Venegas said the library has grown leaps and bounds in the last 4 years. He said they had a plan for
40 all ages in the town but hit a speed bump during Covid. He said the biggest advocates for the library are
41 in this room. He said there are several programs as advertised on the Allenstown Public Library's website
42 at <http://allenstownlibrary.org/>.

43 He said they had several events going on throughout the summer and they had a great turnout. Mr.
44 Venegas said that Ms. Randlett has done a lot for the library and she is currently working with Mr.
45 Frascinella to create a walking tour of historical Allenstown. Ms. Raymond read a quote from Dwight
46 Eisenhower that encompasses the value of a library. He said the library is the hub of our community.

47 Mr. Venegas would like to renovate the basement so they can hold future book clubs.

48 Ms. Lambert asked if they have internet access for the public. Mr. Venegas said that they do, and they
49 also have computers for use. He said Ms. Randlett also offers notary services.

50 He said they were working with the Economic Development Committee to do free passes to the state
51 parks.

52 Ms. Agnowski asked if there were immediate plans to refurbish the basement. Mr. Venegas said no, but
53 it's something they want to do. He said the space is currently useable but he would like to update it.

54 Ms. Raymond asked what the library has for a Trust. Mr. Venegas said he is not sure what they have in
55 the Capital Reserves. Ms. Bender said approximately \$9,800. Mr. Venegas said he wanted a necessity
56 list, and what is needed now is on their wish list and a few oddball items such as a new sink in the
57 bathroom. He says right now, he doesn't have a time line for these items.

58 Mr. Venegas said they have room to add on to the building. Ms. Raymond said they need more parking.

59 He said he would actually like to have another location for the library and use the current building as a
60 historical building. There was a discussion regarding potential building space to move the library.

61 Mr. Venegas said that Ms. Randlett has taken classes and currently writes her own grants.

62 Mr. Venegas said he has not increased his budget in over 5 years but it did increase this year due to items
63 out of their control such as the price of books, heat and electricity.

64 Ms. Bender thanked the library for doing a wonderful job with their budget.

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66 ➤ **EXECUTIVE ADMINISTRATIVE BUDGET ITEMS, EXECUTIVE ADMINISTRATION CIP, CIP PLANS (RESERVES),**
67 **NON-PROPERTY TAX REVENUES, WARRANT ARTICLES**

68 Ms. Bender said a couple of changes occurred after the last meeting. She said the Police Chief contacted
69 her and they were discussing travel expenses to and from training. He would like to track those expenses
70 better in the future and put \$8,500 to that line item (Training and Travel Expenses) and took \$9,000 from
71 salary, so the net was a \$500 decrease.

72 Ms. Bender said the other change was also salary line for the Fire Department, and she and Chief
73 Lambert discussed that there were a few employment changes. She said there was an increase in the
74 Full-Time Salary Line in the amount of \$10,000, and another \$10,000 for the Part-Time Salary Line,
75 making the net increase \$20,000. She said the Capital Outlay account for the Fire Department is now
76 \$25,000, which is reduced.

77 Mr. McDonald asked about Municipal Hydrants and Ms. Bender said that is a bill they receive from
78 Pembroke Water Works.

79 Ms. McKenney asked when they are voting on the budgets. Chair Boisvert said Thursday, November 18th.

80 ➤ **CAPITAL IMPROVEMENT PLAN**

81 Ms. Bender said the total they are approving this year is \$297,000 to go from the Unassigned Fund
82 balance, into the Capital Reserves. She said \$50,000 will go to Parks & Recreation. Mr. Goodine said he is
83 not quite sure of the breakdown of the \$50,000 and exactly how it will be spent, as there is the rail trail,
84 the soccer field, a skate park, splash pad, etc. He said they are trying to build it up so they have the
85 money to do some recreational projects.

86 Ms. Bender said that \$35,000 is for the Fire Department Equipment. She said that is the line specific to
87 the breathing apparatus which they did not have to use much of as they received a grant. She said that
88 money is tied up as they will eventually need to use it if they do not receive another grant in the future.

89 She said the Highway Department Equipment line already has \$70,000 and they will put another \$15,000
90 for the same reason. Ms. Bender indicated the excavator came from both the Capital Reserve Fund and
91 the Capital Outlay line, and some from their budget. She said this will give them some flexibility when
92 they need some big equipment.

93 She said there is another \$75,000 going toward the Highway Garage.

94 Ms. Bender said they will put \$30,000 into the Public Safety Facilities line which is used by both the Police
95 and Fire Departments for improvements to their buildings. She said there is no concrete plans to
96 renovate the second floor of the Fire Department at this moment.

97 Ms. Bender said that \$10,000 will go into the Town Hall Building Maintenance Capital Reserve Fund. She
98 said some will go into the Library Capital Reserve if there is a leftover fund balance.

99 Ms. Bender said the Economic Development Committee has an increase of \$15,000 towards their
100 projects and the Assessing and Revaluation line has \$17,000.

101 She said the Road Repair and Paving line was started two years ago and there is another \$50,000 to go
102 into it. She said this helps with flexibility for bigger projects. Mr. Goodine said there will be several roads
103 that will have to be done in the same year.

104 Chair Boisvert said she knows capping the landfill had been discussed but she doesn't think \$32,000 will
105 cover it. Mr. Goodine said the project is not on the horizon and they are trying to target their more
106 recent needs. He has discussed it with Mr. Arseneault and Mr. Pelissier and they do not appear to be
107 concerned. He said they will have to put the ash into the ground somewhere else or have it trucked
108 away.

109 ➤ **NON-PROPERTY TAX REVENUES**

110 Ms. Bender said that the biggest swing is Motor Vehicle Registration Fees which has been consistently going
111 up, so they are increasing that again, as well as the Town E-Reg fees. She said Meals and Rooms tax will
112 hopefully stay up where it should be. Mr. Goodine said it's a big increase compared to the past.

113 Ms. Bender said they are forecasting a bit of an increase in the Highway Block Grant line.

114 She said everything else is pretty consistent. Mr. Goodine said overall the increase in revenue is \$224,900.00.
115 Mr. Goodine said the \$150,000 from the Unassigned Fund Balance is not reflected in this spreadsheet.

116 Mr. Goodine explained how a Welfare lien worked. Ms. Bender said that sometimes they do get some money
117 back.

118 Mr. Goodine does not think there are any petitioned Warrant Articles expected for town meeting. The
119 monetary Articles for budgets and Capital Reserves should be ready in the next week.

120 Mr. Goodine said the Sewer budget was posted online. He said they will be presenting at the next meeting.

121 ➤ **OPEN DISCUSSIONS**

122 The next meeting is Thursday, November 18th. Chair Boisvert said it will be important to have a quorum, which
123 is 8. Mr. Goodine said if Mr. Pitaro can attend, they will have a quorum.

124 Ms. Agnowski made a Motion to adjourn the meeting at 10:15 am. Kris Raymond seconded the Motion.

125 Melaine Boivert, Aye

126 Julie Keane, Aye

127 Keith Klawes, Aye

128 Carol Angowski, Aye
129 Kris Raymond, Aye
130 Jeffrey Venegas, Aye
131 Mike Juranty, Aye
132 Deb Carney, Aye
133 Bobbie Laflamme, Aye

134 The Motion passed unanimously.

DRAFT

**TOWN OF ALLENSTOWN
MUNICIPAL BUDGET COMMITTEE
PUBLIC MEETING MINUTES
November 13, 2021
Signature Page**

Original Approval:	
MELAINE BOISVERT, Chair	DATE
KEITH KLAWES, Member	DATE
JULIE KEANE, Member	DATE
CAROL ANGOWSKI, Member	DATE
MIKE JURANTY, Member	DATE
JEFFREY VENEGAS, Member	DATE
DEB CARNEY, Member	DATE
BOBBIE LAFLAME, Member	DATE
KRIS RAYMOND, Member	DATE
SANDY LAMBERT, Member	DATE