

TOWN OF ALLENSTOWN
Budget Committee
16 School Street
Allenstown, New Hampshire 03275
August 21, 2014

Call to Order.

The Allenstown Budget Committee Meeting for August 21, 2014 was called to order by the Chair at 6:00pm.

Roll Call.

Present on the Board: Dave Coolidge, Jeff Gryval, Dave Eaton, Mike Frascinella, Keith Klawes, Stephanie Tallini, Deb Carney, and Tom Irzyk.

Excused: Carl Caporale, Jerry McKenney, Chris Lavalley, and Carol Merrill.

Unexcused: Penny Touchette and Roger Lafleur.

Others Present.

Residents of Allenstown:

Others Present: Melaine Boisvert

Other Public Officials: Larry Anderson, Cemetery Trustee.

Allenstown Staff: Shaun Mulholland, Town Administrator and Diane Demers; Finance Director.

Town Administrator Updates

Recreation Center Project

Mr. Mulholland stated that so far over \$700,000 has been raised in CFA tax credits. He stated that there were 36 applications for that and that normally no one has ever gotten the full amount that they have requested. He stated that they were able to get the full amount this time.

The Chair asked if there is a reason why they were able to get the full amount when others don't usually get it. Mr. Mulholland stated that it was the way the application was completed and submitted. He stated that he explained in the application that Allenstown has never gotten these funds before while other towns get them all the time.

Mr. Mulholland stated that the same entity that approves that grant also approves the Print Develop Block Grant and they know that Allentown needs the matching funds to the \$700,000 they were already granted and that it seems like they will be able to get that grant as well.

Mr. Mulholland stated that if everything is approved they would be notified in October, going through the site planning process throughout the winter and then hopefully starting construction in the spring. Mrs. Carney stated that she thought that there were residents having issues with it being built. Mr. Mulholland stated that there are always people who are going to have concerns. He stated that they listened to public input and that there was some viable input.

Mr. Mulholland stated that the senior center's lease with the church is up. He stated that they have met with them a couple of times in regards to them using the Recreation Center during the day before the kids arrive however, that won't work for them because they need more space. He stated that they have been working at places for them to go to but that they have to be able to put the Meals on Wheels together with the space they are using. He stated that they are meeting with the senior center next week to discuss possible expanding onto the new Boys and Girls Club building at their own costs.

2015 Road Bond Project

Mr. Mulholland stated that they are reviewing it right now. He stated that they have had two public hearings and sent out surveys to the residents involved. He stated that the Road Agent will make a recommendation to the Select Board taking into consideration the input from the surveys.

The Chair asked if they sidewalks have to be a certain width and if they would have to take more of the road. Mr. Mulholland stated that they have to be sixteen inches. He stated that some of the sidewalks are six feet wide and that those that aren't they would have to take more of the road. He also stated that there are other issues including winter maintenance. He stated that right now they don't maintenance those areas but with the sidewalks they would be required to maintain them.

The Chair stated that it is an estimated bond for \$2 million and would be coming up for this budget cycle. Mr. Frascinella asked Mr. Mulholland where they are at for spending year to year on repaving. Mr. Mulholland stated that they spend \$74,000 per year. Mr. Gryval stated that they have had \$74,000 worth of paving on the budget for the last two years. He stated that last year the Road Agent explained that it took two years to repave Cross Street because of the cost to repave it. Mr. Mulholland stated that they are only crack filling the newest streets. He explained that a lot of the roads need to be reconstructed instead of reclaimed which is more expensive.

Status of Solid Waste Contract

Mr. Mulholland stated that most residents should have received the containers. Mr. Coolidge asked if they are going to pick up both trash and recyclables in one day. Mr. Mulholland stated that they would be doing it all in one day. He stated that right now they are paying \$66.80 per ton for trash and under the agreement they will be paying \$65.00 and that Casella eat the cost of recyclables so that the town will not be charged for them.

Safe Routes to School Project

Mr. Mulholland stated that [the sidewalk] goes from Granite Street down to Holiday Acres. He stated that it is on target for the spring. He stated that the engineering has been completed and that they are waiting on the Federal funds.

Mr. Klawes asked what side of Granite Street the sidewalks will be on. Mr. Mulholland stated that it will be on the Sully side of the street going all the way down to Chester Turnpike and then crosses the street there to Holiday Acres. He stated that they are doing some companion work to realign the instruction of Granite Street and Chester Turnpike so that they will meet and exceed the requirements for drainage for future water retainage.

Mr. Frascinella asked what that realignment is because he drives it all the time and doesn't see the realignment. Mr. Mulholland stated that if they come out of Chester Turnpike, the drivers have to make a wide turn to come around because of the drainage. He stated that they are going to realign the road so that there will be a 24 inch space between the drainage and the roadway.

MS-4 Storm Water Project

Mr. Mulholland stated that the EPA has informed them that it will [not] be until January before they put the permit here. He stated that they have completed the water testing and are waiting for the results on that. He stated that after that they will find out what they will have to do based on those results.

Mrs. Carney asked about the lawsuits between the EPA and some towns. Mr. Mulholland stated they are dealing with that lawsuit which is why it will take a while to get the permit. He stated that they signed on with a coalition with a bunch of other towns saying that the requirements were ridiculous. He stated that during the questions and comments process the town sent the EPA a ton of paperwork of comments which now the EPA has to go through and that will take a while to do. He stated that they are meeting on September 8, 2014 to go over the requirements that they have to meet.

Economic Development

Mr. Mulholland stated that the town sold four pieces of land that they don't need. He stated that they also have town owned land on Route 28 that are viable and that they have some economic development opportunities. He stated that one of them is that they are looking at a convenience

store and a Honey Dew Donuts going in on Route 28 right after the entrance to Catamount Co-op. He stated that they also have a developer who wants to put in a car wash, storage units, and industrial condos on Route 28 right after Chester Turnpike. He stated that they are requiring the developers to commit to providing at least five jobs otherwise they have to pay the town the escrow money.

Mr. Frascinella stated that since its town owned land they won't collect taxes from it. Mr. Gryval stated that once they sell the land the new owners will have to pay taxes on the land.

Mr. Klawes asked what happens to the money that they get from the sale of the land. Mr. Mulholland stated that the money goes into the General Fund and offsets taxes for the next year. He stated that his view is that it fills the whole which they will discuss further later on.

HealthTrust

Mr. Mulholland stated that they should be getting some surplus back from them.

Mr. Mulholland stated that there is a button on the main page of the website where information for the Town Meeting will be going. He stated that they will continue to add documents for residents to review before the meeting.

NH Municipal Association Workshop

Mr. Mulholland stated that the NH Municipal Association will have its Budget Finance Workshop on September 18, 2014.

Discussion of Cemetery

Mr. Mulholland stated that the cemetery has some things going on. Mr. Anderson stated that there is an RSA that requires them to have a cemetery. He stated that he is working on getting a good piece of town-owned land that will give them plenty of space.

Accounts Payable Process

Mr. Mulholland stated that the process has progressed significantly and that he thinks that it will be completely up and running by next month. He stated that it will speed up the ability to pay bills and save on the late fees that they have been paying.

Fire Department Roof

Mr. Mulholland stated that the roof has to be replaced. He stated that it will be done this year.

Town Hall

Mr. Mulholland stated that there are a number of places where the mortar is completely gone so that they have to repair that. He stated that they had to replace several floors in the town hall because of asbestos.

NH Municipal Association

Mr. Mulholland stated that NH Municipal Association has policy positions and that there were some late issues that came out today. He stated that one of them is to have a separate warrant article for the library.

The Chair asked if the way the Library funds are different than the other departments. Mr. Mulholland stated that it is but it isn't. He stated that the library is funded by tax dollars even though it is governed by a separate budget. The Chair stated that the library gets a budget and then they get to keep that budget and not turn it back into the General Funds.

Election of Vice Chair

The Chair stated that he spoke with Mrs. Touchette regarding the nomination of her being vice chair. He stated that Mrs. Touchette is willing to do it but that she is going to school and has night classes. The Chair suggested that they elect someone else and nominate someone that was at the meeting tonight.

Mr. Gryval informed the members of the Board that neither Mr. Irzyk nor he can be the vice chair because they are ex-officios to the Board.

The Chair asked Mr. Frascinella if he would be interested in being vice chair. Mr. Frascinella stated that it is a possibility but that sometimes he gets tied up at work which could make things difficult for him to be here in time to run meetings.

The Chair stated that he thinks it would be good to get someone new involved. He stated that he would be willing to get together and discuss running a meeting should there be concern on how to do so. He stated that they use Robert's Rules of Order as a guide.

Motion. Mr. Coolidge made a motion to nominate Mr. Klawes as vice chair. Mrs. Tallani seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Frascinella – Yes; Mr. Irzyk- Yes; Mrs. Tallini-Yes; Mrs. Carney-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

Review and Approve the April Minutes

The Chair stated that when they met in May they did not have a quorum to vote on the April minutes but that he would like to get them approved tonight. He stated that Mr. Irzyk gave him some corrections of the minutes. There was discussion of some of the changes that were suggested by Mr. Irzyk and other corrections to be made.

Motion. Mr. Coolidge made a motion to accept the minutes as amended. Mr. Frascinella seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Frascinella – Yes; Mr. Irzyk- Yes; Mrs. Tallini-Yes; Mrs. Carney-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

SB 236 Discussion

Mr. Mulholland stated that it is a bill that they are Senator Reagan to sponsor to change some of the defects in the statutes which passed. He stated that the way the statutes were, it was impossible for the Budget Committee to get their budget to the Board in time to submit warrant articles. He stated that the statutes have been changed to give them the time to do so. He stated that it also allows the Budget Committee to change their recommendation on budgets after the Deliberative Session.

The Chair stated that he sent out the updated RSA for everyone to review.

Discuss Board of Selectmen Budget Plans

The Chair stated that last year the Board of Selectmen had a plan for the budget process. He asked them what their plans are this year. Mr. Gryval stated that they plan on being consistent with the plan that they had last year. He stated that a schedule of the budget process has been posted. The Chair asked when they plan on finalizing the budget. Mr. Gryval stated that they are going to wait and finalize everything together so that they can look at everything together and determine what the effect will be on the overall budget for the town.

Mr. Frascinella stated that he would like to see a different process than what they did last year. He stated that last year they got slammed with trying to do all the budgets within a month and then having to schedule around holidays. Mr. Gryval stated that they can't finalize the budgets until they know what all the numbers are.

The Chair suggested that they plan to meet every other week to try to get the town budgets done in November and the school in December. He stated that they will have an extra week in January. Mr. Mulholland stated that he wants to post all the dates for meeting so that the residents can see when those are going on.

The Chair stated that they had discussed Mr. Irzyk coming before them and discussing the different areas of the budget. Mr. Irzyk stated that they could use last year's budget. The Chair stated that they would go over the school budget structure on September 25, 2014.

Mr. Mulholland stated that all of the town budgets will be posted online. He stated that the administrative budgets will be posted tomorrow which will allow all the residents and board members to review those ahead of time.

Mrs. Carney asked if the new businesses coming into town reduce the impact of the tax rate to the town. Mr. Mulholland stated that everything that gets added to the tax base spreads out the cost of everything they pay. He stated that the assessed value looks like it will be about the same. He stated that if they don't lose anymore assessed value, hopefully it will start going back up. There was further discussion of new businesses coming in that would help with the assessed value.

Mr. Mulholland stated that he does need them to set the public hearing dates tonight if possible. The Chair stated that they can do a public hearing on January 17th with a make-up date of January 20th. Mr. Mulholland stated that they are looking at a Deliberative Session on January 31st. The Chair asked when the school would be having their public hearing. Mr. Irzyk stated that they will confirm their Deliberative Session date at their next meeting.

There was discussion of the Budget Process Schedule. The schedule was determined as follows;

September 25th – Introduction to school budget.

October 30th – Overall 2015 Town Budget presentation

November 13th – 2015 Town Budget discussion/vote and Warrant Article presentations

November 20th – 2015 Sewer Budget presentation and other unfinished town budget and warrant article presentations

December 11th – 2015/2016 School Budget presentation and other unfinished budget and warrant articles

January 8th – unfinished budgets and petition warrant articles

January 17th – Budget Committee public hearing with a make-up date of January 20th.

Review Expense Reports

Mr. Mulholland stated that they are at about 42% [there is about 42% left] for the budget which is right about where they should be. He stated that they have a default budget so a lot of the lines are skewed. He stated that the budget this year was a 9.3% increase in spending which is the highest it's been in a long time. He stated that they moved some of the lines around so that they could recodify things in order to run a function code budget.

Mr. Mulholland stated that some of the salary lines are going to be off because of the default budget. He stated that the legal line is up significantly because of litigations such as Allentown Aggregate and Fairpoint Litigation. He stated that the sewer line issue on the railroad bed is also going into the legal line. He stated that the Allentown Aggregate will go into next year and possibly longer.

Mr. Mulholland stated that the General Government Buildings is up due to the asbestos project and the masonry work that needs to be done. He stated that the Fire Department is under budget significantly. He stated that the Highway Department's overtime budget is over significantly. He stated that gas and oil prices have gone up which as caused some increases. He stated that they are doing okay in Welfare but that they are started to see some increases in that.

Mr. Klawes asked if the town is mostly trying to go with the default budgets that were approved last year and if they are being fiscally responsible. Mr. Mulholland stated that it has never been an issue in Allentown and that they have always turned money back. He stated that there are some lines that are over because of consolidation of other lines.

School Board Expense Reports

Mr. Irzyk stated that the expense sheet that they sent out was the close of the school fiscal year. He stated that one of the biggest surprises was the high school tuition line. He stated that they were in deficit of almost \$208,000 this year due to some budget cuts that they had to make (note: budget cuts that were made by the MBC). He stated that it comes out to about 19 students. He stated that some of the salaries lines change mid-year because they move staff from school to school.

Mr. Irzyk stated that they had a big surplus in special education because they had some students that left town. He stated that the surplus helped with the budget quite a bit. He stated that they voted last week to maintain \$100,000 for next year's budget which can only be spent for catastrophic events.

The Chair asked what happens with the \$100,000. Mr. Irzyk stated that it would go into an account where it can earn interest. He stated that if they don't use it next year, it will go back into the town at that point.

Mr. Irzyk stated that they are looking at returning a surplus of about \$200,000-250,000 to the town.

Mr. Irzyk stated that they have done a lot of work to the schools including painting the exteriors and interiors of the buildings. He stated that they have also updated the playgrounds. He stated that they have put in the rubberized mulch to eliminate the problems that they were having with bees. There was further discussion of updates to the playgrounds at the schools.

Mrs. Carney asked if they are going to have a separate place for the younger kids so that they are not with the seventh graders. Mr. Irzyk stated that the fifth graders will have their own area of the school so that they will be separate from the seventh and eighth graders. He stated that they don't have the money in the budget to put in separate equipment (Note: new playground equipment) for the fifth graders but that they will eventually.

Mr. Irzyk stated that they are moving into the common core state standards so that all the NECAP testing would be going and they will be getting the new testing.

Mr. Irzyk stated that Mark Dangora was promoted to the principal at ARD and Anthony Blinn is now the principal at AES. He stated that they hired a new Special Education Director.

Sewer Department Review

Mr. Anderson stated that last month was their best month. He stated that they did about 188,000 gallons of grease at fifteen cents a gallon and 2.15 million on septic at six and a half cents on that. He stated that they are 55% on their budget and have been cutting corners wherever they can.

Mr. Anderson stated that they invested in a lot of cameras. He explained that they are able to see pretty much everywhere in the Sewer Department and that some of the cameras is motion operated. He stated that they have several screens that allow them to see all the cameras all at once.

Motion. Mr. Gryval made a motion to adjourn. Mrs. Carney seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Coolidge-Yes; Mr. Gryval- Yes; Mr. Eaton – Yes; Mr. Frascinella – Yes; Mr. Irzyk- Yes; Mrs. Tallini-Yes; Mrs. Carney-Yes; and Mr. Klawes-Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:00pm.

TOWN OF ALLENSTOWN
 BUDGET COMMITTEE
 MEETING MINUTES
 April 24, 2014

Signature Page

Original Approval:	
 DAVID EATON, CHAIRMAN	10/24/14 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
Fix grammatical errors on pages 3 & 8; Added 'note: budget cuts that were made by the MBC' on page 8; Added 'Note: new playground equipment' on page 9	 DAVID EATON, CHAIRMAN	10/24/14 DATE

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