

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

Minutes of Budget Committee Meeting on September 3, 2009

David Eaton, chairman of the Budget Committee, opened the meeting at 6:35 PM.

Present at the meeting: Dave Eaton, Penny Touchette, Sandy McKenney, Don Chaput, Jerry McKenney, Jason Tardiff, Sted Holton, Fern Bissonnette, Mike Frascinella, Kate Walker, Ben Pepper, Pauline Boutin. Excused absent: Jon Richardson.

Chief Shaun Mulholland, Lieutenant Paquette, Fir Chief Daniel Hart, Sergeant Stark, Lisa Komm, Andrea Martel, and Lynn Bissonnette.

Chief Mulholland gave a tour the Allenstown Police Department to the Budget Committee Members and residents.

Dave asked Lisa Komm if she could give some information about herself and why she wants to on the Budget Committee. Lisa gave some information and stated she wants to be more involved. Motion made by Sted Holton to appoint Lisa Komm as a member to the Budget Committee. Seconded by Penny. Motion passes. Form signed by all members was given to Lisa to bring to town hall and be sworn in.

Chief Hart asked if the Fire budget could be first for review due to having to leave early. Dave requested that the Budget Committee review the Forestry budget first.

Forestry: Part-Time salaries remained the same, supplies remained the same, and the vehicle maintenance went up \$120.00. Motion made by Sted to approve the Forestry budget of \$4,501.00. Seconded by Sandy. Sandy asked how much money did Forestry receive from DOT last year? Chief Hart did not have the answer but will find out. Discussed the increase in vehicle maintenance is due to the high cost of parts due the age of the vehicles. Chief Hart discussed the budget for 2009 should have a surplus due to the weather this year and not many forest fires. Motion passed.

Dave asked Selectmen Tardiff what happens if the Budget Committee votes and

finalizes a budget, will the selectmen still review the budget? Tardiff stated the Selectmen are receiving the budgets the same time as the Budget Committee and are reviewing them at the same time. Currently the Selectmen have reviewed three and voted on 1 and tabled 2 budgets. The selectmen are still going to review the budgets once the Budget Committee has voted and finalized them.

Dave stated to the Budget Committee members that to re-open a budget, the member who voted in the majority, can make a motion to re-open the budget. Sandy requested that when a motion is made by a Budget Committee member to finalize a budget, that the member state without the Selectmen recommendation. Mike asked if there is any impact due to the Budget Committee reviewing the budgets first. Dave and Selectmen Tardiff explained how the Selectmen see the expense reports and sign purchase orders. Sandy stated that because the Selectmen make a recommendation doesn't mean the Budget Committee has to follow it. Dave explained how the process has previously worked. Sandy stated the finalized budgets are placed on the ballot. Dave stated the Budget Committee signs the MS-7 form for the State.

Dave explained he received an e-mail from Kelley recommending to the Selectmen, who have not made a decision at this time, to have either the Selectmen or the Budget Committee move the larger grants or one time purchasing grants into the Capital Outlay. Kelley explained it is easier to keep track of the expenses in the Capital Outlay and also does not increase the Departments Budget.

Civil Defense Budget: Proposed budget is \$103,749.00. Sandy asked if any funds can be moved to the Capital Outlay. Chief Hart explained \$80,000.00 is grant funds and could be moved.

- Motion to accept the bottom line of \$103,749.00 with no recommendation from the Selectmen made by Sandy. Seconded by Sted. Went thru budget line by line and discussed.
- Building Maintenance went up \$50.00. Sandy made a motion to keep the building maintenance line at \$500.00. Fern seconded the motion. Motion passed.
- Chief Hart discussed telephone usage. Sandy made a motion to reduce the amount for telephone usage to \$9,427.00. Penny seconded the motion. Motion passed.
- The training/equipment line has \$10,000.00 in grant funds. Chief Hart explained the \$8,000.00 left was to purchase a virtual computerized training program and the importance of training. No motion was made.
- Equipment furnishing went up \$100.00. Chief Hart explained this line item is

for replacing tables, chairs, etc. Sandy made a motion to reduce amount requested from \$600.00 to \$500.00. Mike seconded the motion. Motion passed.

- The following line items did not change in amounts: generator, communications, office supplies, food from the 2009 approved budget.
- Jerry made a motion to recommend removing the \$80,000.00 in grants from the Civil Defense budget and move it to the Capital Outlay. Penny seconded the motion. Motion passed
- Sted made a motion to approve the new bottom line amount of \$23,127.00. Don seconded the motion. Motion passed.

Dave requested to table the review of the Fire Department budget until further notice.

Sted made a motion to approve the August 20, 2009 as written. Penny seconded the motion. Motion passed.

Animal Control Budget: Proposed budget is \$10,214.00. Salary line includes a 3.5% increase in salaries. Supply line decreased by \$125.00 however, includes everything. A new line was added, gasoline to properly show how much is being spent in fuel. Currently it is taken out of the Police Department budget. Sted made a motion to accept the budget in the amount of \$10,214.00. Penny seconded the motion. Sandy asked about the rate increase for salaries. Chief Mulholland explained the department heads and the Selectmen decided to a 3.5% increase to all departments. Motion passed.

Police Budget: Proposed budget is \$755,192.00. Chief Mulholland explained Lt. Paquette is in charge of the training and Sgt. Stark is responsible for the supplies and maintenance. Chief Mulholland went through the budget line by line and explained the cost associated. Discussed the decrease in cost for line item, prosecutor, which is due to a current contract.

The next meeting is scheduled for September 17, 2009 at the Highway Department for a tour of the facility at 6:30 PM. Finalize Police budget and review Highway budget.

Penny made a motion to adjourn, seconded by Kate. Meeting adjourned at 9:08 PM.