

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

Minutes of Budget Committee Meeting on May 20, 2010

Present at the meeting: Penny Touchette, Carl Caporale, Jon Richardson, Sted Holton, Jerry McKenney, Don Chaput, Lisa Komm, Fern Bissonnette, Larry Anderson, Mike Frascinella, and David Coolidge.

Others present: Jeff Gryval and Paul Apple.

Sandy McKenney opened the meeting at 6:30 PM.

I. Introduce Jeff Gryval, Selectmen

- Jeff gave a small introduction to committee

II. Introduce Paul Apple, Town Administrator

- Paul thanked committee for inviting him and let members know that they can contact him with any questions.

III. Approve minutes

- Sted made a motion to approve the March 18, 2010 meeting minutes. Carl seconded the motion. No discussion, motion passed.

IV. Review 2010 Expenditure Sheets

- Discussed reports dated April 30, 2010. Paul explained the reports look at expenses from 2006 thru current; however it is risky to do so because all the numbers are not accounted for.
- Discussed revenue side of budget. On the non-tax side, currently 6% below estimate. On the tax-side, bills have been sent out, small cash flow issue, need to pay some bills, such as the school.
- Currently 70% of the general fund is remaining. Doing ok.
- Question: How much money is left at the year end? Answer: Paul stated, usually 3-5% surplus. Selectmen usually use it to buy back the tax rate.
- Question: Why is the Highway Department OT line almost all spent? Answer: Waiting of funds from FEMA, however the line amount won't change because any revenue goes into the general fund. (Paul)
- Question: What is the status of the PD? Answer: Currently 1 in training, that person will be on a temporary/full-time basis.
- Question: Why is the legal expense at \$20,000? Answer: Due to legal issues that need to be dealt with.
- Question: What are periodicals and can they be cut from each departments budget? Answer: They are for updates on statutes, laws and RSA changes. They could be shared among departments though.

- Discussed what the Town Administrator function is and the difference responsibilities from the previous Administrator Assistant.
- V. Budget Committee Webpage status-Paul**
 - Currently working on improving the website. The budget committee agenda's are now posted on-line.
- VI. Update on Sewer Upgrade-Andrea**
 - Andrea unable to attend but a hand out was given to all members of the status of the project.
- VII. Binders for budget members**
 - Sandy will be getting 3" binders for members and a set of 24 tab dividers.
- VIII. Voting on budgets**
 - Discussed that when making a vote on a budget, it needs to be on how the individual person feels to vote not how the "committee" is voting.
- IX. Request to Department Heads for 2011 budgets**
 - Paul explained that he has requested that department heads have a level funded budget submitted by July 15, 2010. Paul will then review it, give it to the Selectmen, then the budget committee. He also explained that the budgets will be in a different format. Looking to have a workshop to understand the new format. He is looking to have the budgets to the Selectmen by August 1, 2010.
- X. Schedule next meeting**
 - Next meeting will be August 19, 2010 at 6: 30 PM at town hall.
- XI. Other topics**
 - Paul requested a write up from the Budget Committee by June 10, 2010 for the town newsletter.
 - Paul gave members cell number in case he can not be reached during the day.

Sted made a motion to adjourn, seconded by Penny. Meeting adjourned at 7:22 PM.