

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

Minutes of Budget Committee Meeting on November 18, 2010

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

Others present: Paul Apple, Town Administrator and Lynn Bissonnette, resident.

Sandy McKenney opened the meeting at 6:30 PM.

**I. Minutes Clerk change.**

Sandy stated that Andrea Martel would not be able to do minutes effective immediately. Sarah Wicks from Deerfield has volunteered to do minutes. She had planned on attending tonight's meeting but has car trouble.

**II. Approve November 4, 2010 minutes.**

Larry made a motion to approve the minutes as written. Carl seconded the motion. No discussion. Motion passed with Sted and Fern abstaining.

**III. Announce date of School budget meeting.**

School budget meeting is scheduled for Thursday, December 09, 2010 at 6:00 p.m. at ARD. School budget should be about \$50,000.00 below the 2010 default.

**IV. Announce date of Sewer budget meeting.**

Sewer budget meeting is scheduled for Thursday, December 02, 2010 at 6:00 p.m. for tour of plant, with the meeting to follow at 6:30 p.m. at the Sewer Department. Will review 2011 Sewer Budget. No one wants to do the tour this year, everyone toured last year. There was some discussion as to why the Sewer budget was up \$102,000.00, yet the school and town are under. The Committee has nine questions they will forward to the Sewer Commissioners.

**V. Announce date of School and Town public hearing.**

School and Town public hearing is scheduled for Saturday, January 8, 2011 at 9:00 a.m. at AES with a snow date of Saturday, January 15, 2011. The School hearing will go first, with the Town hearing to

follow, at approximately 9:30 a.m.

Deliberative Session for the School is scheduled for Saturday, February 5, 2011 at 9:00 a.m. at AES with a snow date of Monday, February 7, 2011. The Selectmen will set date for the Town Deliberative Session.

**VI. Review 2011 Capital Outlay Budget.**

Paul explained that last year's Capital Outlay Budget was much larger than the proposed 2011 budget due to the inclusion of Grant monies received from Safe Routes and FMA. The only Grant that needs to be accounted for this year is the Emergency Operation Procedure Upgrade Grant in the amount of \$1,000.00. Larry made a motion to approve the bottom line budget in the amount of \$1,000.00. Carl seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**VII. Review 2011 Executive Budget.**

Paul Apple spoke about increase of approximately \$14,000.00 in the proposed Executive Budget, mostly due to additional salary expenses for the Administrative Assistant and Administrative Secretary.

Other significant increases:

- Advertising (of Public Hearings, etc.)
- Vehicle Repairs (example: Building Inspector's vehicle.) Need to make current vehicles last as new car purchases will not be budgeted this year.

Some decreases mentioned were:

- Town Report Printing (plan to have fewer copies printed to avoid waste of excess reports.)
- Telephone/Modem costs will decrease due to provider switch to TSE.
- Copier Lease savings is due to new lease signed last year.

Larry made a motion to approve the bottom line budget at \$150,625.00. Sted seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**VIII. Review 2011 Mapping Budget.**

No changes, no discussion. Sted made a motion to approve the bottom line budget at \$1,900.00. Carl seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**IX. Review 2011 Personnel Budget.**

New budget decrease mostly due to 15.4% drop in Health Insurance rate. The Health Insurance budget does have some excess money (a "buffer") figured in to cover policy changes made by employees during enrollment season. The same is true of the Dental budget, which suffered a cost increase. Group Life and Disability Insurance went down based on a rating change. Social Security and Medicare both went down based on the number of employees. Retirement divided into 3 groups, first is non-uniformed town employees, which increased due to the addition of a buffer to cover the possibility of any new hires throughout the year. Police Department Retirement budget had no change as no new officers are anticipated per the Chief. Fire Department Retirement increase due to stipend currently being paid to the Deputy Chief while he is serving as Interim Chief. Unemployment Compensation increase and Workers Compensation decrease are both attributable to rating changes. Sted made a motion to approve the bottom line budget at \$537,500.00. Carl seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**X. Review 2011 Property Insurance Budget.**

Property Insurance budget to stay the same as previous. Larry made a motion to approve the bottom line budget at \$53,500.00. Sted seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**XI. Discuss the reopened 2011 Finance Budget.**

This budget was reopened previously but left incomplete pending Paul's attendance at meeting. Larry expressed concern over who would act as Finance Director. The Selectmen have left it to Paul to make a recommendation as to what qualifications would be sought in an applicant. No changes will be made to Finance Budget for now, and bottom line vote will be postponed pending finding out what the default amount is. Motion by Larry to close this budget, seconded by Penny. Voice vote with all members in favor.

**XII. Reopen the 2011 Library Budget.**

Larry made a motion to reopen the Library Budget. Mike seconded the motion. Voice vote with all members in favor. Health and Dental budget was previously \$7,224.00; proposed budget is \$6,226.00, making the new bottom line \$49,209.00.

Larry made a motion to change the Health line to \$6,226.00. Jerry seconded the motion. Voice vote with all members in favor of making the change. Dave made a motion to approve the bottom line budget at \$49,209.00. Sted seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-

yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**XIII. Review 2011 Solid Waste Budget.**

We have new number of \$183,000.00 for 2011. The supplies line and recycling line needs to come out of this budget and put in the highway budget because that is how the MS-7 is set up. Motion by Larry to approve the bottom line budget at \$183,000.00. Sted seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**XIV. Reopen the 2011 Highway Budget.**

Larry made a motion to reopen highway budget. Jon seconded the motion. Voice vote with all members in favor. Need to add Supplies of \$1,000.00 and Recycling of \$540.00, making the new bottom line \$403,890.00. Motion by Larry to approve new bottom line budget at \$403,890.00. Sted seconded the motion. Took a roll call: Carl-yes; Dave-yes; Don-yes; Fern-yes; Jason-yes; Jerry-yes; Jon-yes; Larry-yes; Lisa-yes; Mike-yes; Penny-yes; Sted-yes; Sandy-yes. Motion passed.

**XV. Other business.**

- **Sewer Budget note:** Paul will be attending the Budget meeting at the Sewer Department next Thursday, December 02, 2010 and will have the 2011 default numbers. We can vote on bottom line then, if Sewer Budget is approved.
- **Audio tapes/recordings of minutes:** A 91A Request has not been received from the previously interested Resident by the Budget Committee. On November 2, 2010 the Town Secretary asked the Minutes Clerk about destroying old minutes tapes. No formal request has been received to date, therefore the Committee decided to go ahead with a vote regarding destroying old tapes. Discussion about how long to keep the audio, either 30 days after transcription or just until transcription has been approved by the Committee. Sted made a motion to destroy the audio tapes after transcribed minutes are approved by the Committee. Larry seconded the motion. Voice vote with all members in favor with the exception of Jon, so motion passed.
- **Expenditure Sheets:** Sandy mentioned Expenditure Sheets and just asked if everybody had one for review; no discussion.

Reminder of next meeting scheduled for Thursday, December 2, 2010 at 6:30 p.m. at the Sewer Plant.

Sted made a motion to adjourn at 7:52 p.m. Larry seconded the motion. Voice vote with all members in favor; meeting adjourned.

Date approved:\_\_\_\_\_

---

Sandra McKenney, Chair  
Allenstown Budget Committee