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TOWN OF ALLENSTOWN
Budget Committee
Allenstown, New Hampshire 03275

Minutes of Regular Meeting
August 9, 2012

Call to Order.

The Allenstown Budget Committee Meeting for August 9, 2012 was called to order by the Chair at 6:22 p.m.

Roll Call.

Present on the Board: Larry Anderson, Dave Coolidge, Carol Merrill, Jerry McKenney, Jon Richardson, Lisa Komm, Carl Caporale, and Penny Touchette.

Others Present.

Residents of Allenstown: Robin Richards

Others Present:

Other Public Officials: Jeff Gryval, Board of Selectman.

Allenstown Staff: Paul Apple; Town Administrator.

Review and Approve Minutes

Mrs. Touchette distributed the minutes for April 5, 2012 to the members of the committee. It was determined that Rob Lafleur's last name and Jon Richardson's first name were misspelled and would be corrected.

Mr. Anderson stated that it was not listed as who seconded Mr. Caporale's motion to accept Dave Eaton as a member of the Budget Committee. Mrs. Touchette stated that she would listen to the audio and determine who seconded the Motion.

Motion. Mr. Anderson made a motion to accept the April 5, 2012 minutes as modified. Mr. Caporale seconded the Motion. There was no additional discussion.

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A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mrs. Merrill-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mrs. Touchette-Yes, Mr. Jon Richardson-Yes; Mr. Gryval-Yes; and Ms. Lisa Komm-Yes; Mrs. Touchette declared the Motion passed.

Mrs. Touchette distributed the minutes for January 5, 2012 to the members of the Budget Committee. It was determined that Mr. Gryval was not present at the meeting but that Mrs. McKenney was present as a member of the audience but not as a Selectman. It was also determined that Mr. Richardson was not present and that Tom Gilligan was present. Mrs. Touchette will make the necessary corrections to the minutes.

Motion. Mr. Anderson made a motion to accept the minutes from January 5, 2012 as modified. (?) seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mrs. Merrill-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mrs. Touchette-Yes, Mr. Jon Richardson-Yes; Mr. Gryval-Yes; and Ms. Lisa Komm-Yes; Mrs. Touchette declared the Motion passed.

Acceptance of Don Chaput's Resignation Letter

Mrs. Touchette informed the committee that Don Chaput had submitted a letter of resignation and Mr. Caporale distributed a copy to the members.

Motion. Mr. Anderson made a motion to accept Don Chaput's resignation from Allenstown Budget Committee. (?) seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mrs. Merrill-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mrs. Touchette-Yes, Mr. Jon Richardson-Yes; Mr. Gryval-Yes; and Ms. Lisa Komm-Yes; Mrs. Touchette declared the Motion passed.

Discussion of Robin Richards interest in joining the Budget Committee

Mr. Caporale introduced Robin Richards to the members of the committee and explained that he has expressed interest in joining the committee in the past and more so recently. Mr. Caporale asked Mr. Richards to tell the Board about himself and why he's interested in joining the Allenstown Municipal Budget Committee.

Mr. Richards explained that he is currently the Property Manager at Holiday Acres where he works with a \$2 million budget and manages two communities. He stated that his background includes retired from the military with 20 years of service. He stated that he thinks that if the right people are in place, anything can grow. He also thinks that he can help the town out with his research capabilities.

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Mr. Anderson stated that Holiday Acres has been running better now than it ever has. Mr. Gryval stated on Mr. Richards behalf, that he has been present at a few of the Select Board meetings and that he has become quite vocal regarding issues that he thought were important to the Town. Mr. Gryval stated that he thinks it's good to have new people on the committee and thinks it's a good thing that Mr. Richards is stepping up to the plate.

Motion. (?) made a motion to accept Robin Richards as a member of the Budget Committee. Mr. Caporale seconded the Motion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mrs. Merrill-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mrs. Touchette-Yes, Mr. Jon Richardson-Yes; Mr. Gryval-Yes; and Ms. Lisa Komm-Yes; Mrs. Touchette declared the Motion passed.

Discussion of Goals for Coming Budget Year

Mr. Apple stated that the committee has a schedule before them of when the Department Heads will be before the Select Board so that when they divide into sub-committees, they will be received and invited to come and have their sections presented and hopefully some basis for making their schedules.

Mr. Gryval stated that the schedule is very ambiguous and that they may not want to try keeping the same schedule as the Select Board simply because they have had the benefit of a year to go over those budgets. He stated that the Department Heads meet weekly with Mr. Apple to go over and formulate budgets. He informed the committee that the budget that will be presented will be formed under the direction given by the Select Board. Mr. Gryval stated that the Select Board probably not need to spend as much time as the Budget Committee may want to.

Mr. Caporale asked the members if they want to divide into the sub-committees and what is the point of them were. He stated that his concern is rather they are getting anything out of the sub-committees. Mr. Apple stated that Mr. Smith has often suggested that they should combine the presentations so that the Department Heads come before both Boards and then have an opportunity to reflect and then ask questions at a separate meeting. There was discussion of having one meeting with both Boards and all the Department Heads at the same time.

Mrs. Touchette stated that she thinks a Saturday meeting is a good idea because all the information would be presented at the same time with everyone present. Mr. Gryval stated that it would be nice to have both Boards receive the same presentation from the Department Heads. Mr. Apple stated that they would probably do a half day Saturday meeting sometime in September. He also stated that one thing he has seen over the last three years, is that doing the Fire Department, Police Department, and the Highway Department; they approve 60% of the budget without seeing the whole picture and that this would allow them to do that.

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Mr. Anderson and Mrs. Merrill expressed concern with presenting the budgets at a Saturday meeting. Mrs. Touchette explained that the Saturday meeting allows them to come in and present the entire budget and then reflect on it and ask questions at a separate meeting.

Mr. Gryval explained that the budget process is going to be very boring this year because there's nothing really changing. He stated that some of the budgets are going up while some are going down. He also stated that the direction from the Select Board has been that the overall town budget comes in below the default. He explained that they are looking at employee raises as there hasn't been any for two years.

Mr. Apple recommended that if they are going to do a group meeting, then they need to set a date and then have everyone work their calendars to make it work. Mr. Apple asked for permission to get some dates for mid-September on a Thursday evening and then they can see how it goes.

Mrs. Merrill stated that the Select Board has been talking about raises this year and that she would like to see the amount of money for each position and how much they get paid toward their insurance and retirement. Mrs. Touchette explained that she believes Mrs. Merrill would like to see a breakdown of each position. Mr. Gryval stated that the information is available in the Town Report. Mrs. Merrill stated that she would like each Department Head to bring it in on their reports so they could be fair to them on the raises.

Mr. Gryval explained that the way the Select Board looked at the raises had to do with what's been going on with losing employees. He explained that the numerous employees lost were due to amount of pay. He also explained that the cost of losing the employees versus giving them raises.

There was discussion of residents not wanting to pass warrant articles because of high taxes. Mr. Gryval stated that what is being discussed is different than the topic of employee raises. Mrs. Touchette stated that if they continue to lose employees, it's going to cost more to replace them than to keep them with raises.

Mrs. Merrill again asked for dollar and cents amounts of employee positions. Mr. Apple stated that he thinks that he can get the information for her but that he has to be careful of the HIPPA laws. He explained that the HIPPA Laws prohibit him from disclosing information about what benefits they choose in relationship to their insurance. He stated that he could tell them how many employees have single plans and how many have family plans so that they can calculate costs of health insurance in that manner.

A member stated that he has thrown out a lot of things that the Town could sacrifice and that nobody wants to give up services but they don't want to pay for them either. Mr. Gryval stated

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that in his two and a half years as selectman, he has focused not on what services they can give up but how they can find alternative ways to pay for them. He gave an example of what the Town has done with the Solid Waste and implementing Recycling.

It was determined that they will start with a Thursday night presentation of the budgets and if needed to do two Thursdays and then set a schedule after presentations of when to have them come back and answer questions.

2012 Budget Finance Workshop

Mrs. Touchette asked if anyone was interested in going and that it's an all-day affair. Mr. Apple stated that the workshop is on September 18th from 9am to 4pm at the Radisson Hotel in Manchester. Mrs. Touchette stated that the fee is \$60 per person and that they need a head count for budgeting purposes. It was determined that about three to four people would be attending.

Motion. Mrs. Touchette made a motion to adjourn the meeting. Mr. Caporale seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Anderson-Yes; Mr. Coolidge-Yes; Mrs. Merrill-Yes; Mr. McKenney-Yes; Mr. Caporale-Yes; Mrs. Touchette-Yes, Mr. Jon Richardson-Yes; Mr. Gryval-Yes; Robin Richards-Yes; and Ms. Lisa Komm-Yes; Mrs. Touchette declared the Motion passed.

The Mrs. Touchette adjourned the meeting at 7:20pm.

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