

**TOWN OF ALLENSTOWN  
 SELECTMEN'S OFFICE  
 16 SCHOOL STREET  
 ALLENSTOWN, NH 03275**

Thomas Gilligan, Selectman; back in session at 6:30 p.m. Present at the meeting: Carol Merrill, Selectperson; Roger LaFleur, Selectman; AA, Kelley Collins: Present in the audience, Cliff Jones, Bob Lee, Cindy Baird, Penney Touchette, Diane Demers, Police Chief Mulholland.

**Back from Recess (3/17/2008) Default Budget**

Tom stated that after meeting with department heads last night the Town was able to reduce the budget in the amount of \$234,642.00 with a \$43,000.00 dollar buffer of what was needed to do just to get to the default amount. Tom stated that the concern from the BOS is that we need to make sure the cuts and the measures that were taking so far is enough to get through the rest of the year. The fact is the budget is already over in Highway (salt, sand and overtime) there is a potential of another flood. Also the report from the Auditors and MRI, the BOS feels that they have to take some corrective steps which may include hiring an outside agency either a CPA or an Auditor to help correct the deficiencies over the next couple of weeks or months. As a result the BOS needs to make sure that there is enough money to cover those expenditures. Discussion took place to see if there where other places that could be cut. Carol stated that the school offered to fund the D.A.R.E. program so Carol suggest that we let them and that will save the Town \$3,500.00.

Roger stated that the Town has to spend some serious money to fix these records and get the records where they belong. Roger stated that the discrepancies that were pointed out during a previous audit were not emphasized during that audit or during that identification of the discrepancies and have gone twelve months and now another audit another set of discrepancies for the issue and concerns. This time we are getting a much harsher review because the BOS did nothing. Roger stated that he does not want to be on this board to go another twelve months to get the same audit or review, if that's the perception of this board Roger will hand in his resignation now. Carol stated that she agrees and this needs to be straightened out and it will cost the Town a lot of money.

Roger stated that we need to do more of a cut then what was initially thought they needed to do for two reasons. One being there is a question of thirty thousand dollars carry over if that could be explained that was brought up by the auditors. Roger does not know if it is the BOS responsibility or the Sewer Departments responsibility, and from the 06/07 the 07 years end is not reconciled the BOS has no idea whether that \$30 thousand dollars will erode that \$43 thousand dollars that Tom had mentioned earlier. With the current situation the Highway Department is going to erode that \$43 thousand dollars we maybe in a deficit and may have to take an additional \$50 or \$75 thousand dollars out just to make sure by the end of this up coming year the Town has the money in their accounts and enough to pay for what we need to do to get this town back on the right track from a bookkeeping stand point. Discussion took place in regards to raisers whether to give them or not, no discussion at this time for the raises.

**Total Savings with Cuts**

Tax Collector/Town Clerk	\$16,364.00
Fire Department	\$24,211.00
Civil Defense	\$ 2,127.00
Health	\$ 2,439.00
Police	\$20,407.00
ACO	\$ 125.00
Welfare	\$ 1,000.00
Highway Department	\$71,100.00

Parks & Recreation	\$ 2,811.00
Sewer	\$55,396.00
Planning & Zoning	\$ 5,029.00
Ambulance	\$23,200.00
Executive	\$ 9,050.00
Cemetery	\$ 3,998.00
Library	\$ 1,890.00
Finance	\$ 6,683.00
Grand Total Savings	\$250,064.00
This will give the Town a surplus of \$58,068.00.	

### Deficiencies

Roger asked the BOS what scope of work needs to be done to correct the deficiencies. Tom stated that was laid out last night and MRI said to do in order of preference:

1. Reconcile 2008 balance sheets year to date
2. Reconcile the MS2 for 2007
3. Reconcile the cash end year to date
4. Any and all 2007 encumbrances that were mistakenly entered in 2008 expenditures
5. Adjust the 2008 numbers accordingly
6. Reconcile the warrants for January, February, March 2008 then go back
7. Reconcile the warrants for May through December 2007
8. Reconcile warrants on a monthly basis going forward
9. Set up to revenue accounts that were suppose to be set up in 2007
10. Reconcile all the accounts for 2007 year end
11. Reconcile all the accounts for 2008 as of March 31
12. Going forward on a monthly basis reconcile them at the end of each month

Plodzick & Sanderson suggestions were:

1. Contact Local Government Center and have them come in perform a current evaluation.
2. Have LGC help write and work on developing standard operating procedures and policies regarding the finical items outlined in the Plodzick & Sanderson and MRI report. Tom stated that we are members of the LGC so it should be little or no extra cost.

Having MRI come in will be \$85.00 an hour. Discussion took place on what needs to be done.

Roger asked what the time frame was to fix the deficiencies. Roger would like to have a time line for all of these action items no later then Friday for reconciliation, what Kelley thinks she can get done by when and or if she needs extra help to get it done. Roger does not want this to drag out beyond thirty days. Tom stated that the BOS give Kelley to the end of the day on Friday to come up with the time estimates and what she needs for outside help (resources) then contact those people and say here are the things the Administrative Assistant said she does not have the skills set for, how soon can you get somebody done here to start working with us and what is the cost. Roger stated that it would be more prevalent if the BOS made those requests.

### Town Hall Hours

Discussion took place in regards to Town Hall open hours. Motion made by Roger to monitor the Town Hall hours by the BOS with respect to when they are open and when they are closed those hours are set by the BOS and can not be changed without the BOS approval. Tom second the motion.

Motion passed 3-0. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

**D.A.R.E.**

Discussion took place in regards to who will fund the D.A.R.E. program in the amount of \$3,500.00 dollars the Town or School.

Motion made by Roger to have the cuts that were proposed for the Police Department go to \$16,907.00 to fund the D.A.R.E. program remainder of the school year. No second on this motion.

Police Chief stated that the school already voted to appropriate the funds for the program.

Motions made by Tom to re-nig on the \$3,500.00 commitment to the School board because the Town does not have the money to fund D.A.R.E. Carol second the motion. Motion passed 2-1. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – no.

**River Road**

Road Agent gave the BOS the latest update on the water issue on 234 Deerfield Road. Discussion took place.

**Snow & Ice Removal**

Tom read an amendment for the removal of snow & ice on town roadways and mobile home parks.

Tom read a letter from the library trustees in regards doing a good job with the snow removal.

**Public Hearing**

Public Hearing on April 21<sup>st</sup> at 7:00 on snow & ice removal.

**NH Department of Transportation**

Tom read a letter from NH DOT in regards to CTAP confirmation for the application in the amount of \$15,000.00 to use for the capital improvement plan, implementing the impact fees and preparing the community development plan statement. A letter was also received from Community Development Finance Authority in regards to accepting applications for the first round of feasibility study grant; first round grant must be received by April 30<sup>th</sup>. The total of \$50,000.00 is available for awards with a \$12,000.00 limit per project.

**Riverside Park Drive**

Mr. Meuse wrote an email to the BOS with concerns of water pooling in front of his driveway and on his road, Mr. Meuse would like the BOS to address this officially, he has asked for this to be address officially a year ago. The BOS did address this. Mr. Meuse is asking what if anything can be done or what recommendations from the BOS or Highway Road Agent. Chris Roy, Road Agent stated that Mr. Meuse needs a catch basin. This situation/complaint from Mr. Meuse has been on going. A letter will be sent to Mr. Meuse from the BOS with the findings from the Road Agent and Building Inspector.

**Nominations & Elections to Major Committees**

Motion made by Tom to nominate Roger to the Budget Committee. Carol second. Roger accepted, providing the Budget Committee can change there meeting day to any day but Thursday. Carol will fill in for Roger if he can not make the meeting. Motion passed 3-0. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

Motion made by Carol to nominate herself for the Planning Board. Tom is also nominating himself for the Planning Board. Motion made by Roger to second the motion and nominate Tom to the Planning Board. Motion passed 2-1. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – no; Selectman Lefleur – yes.

Joint Loss Management; tabled for this time

Motion made by Roger to nominate Tom to CNHRPC. Tom second. Motion passed. 3-0. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

OAMH; tabled for this time.

**Purchase Orders**

Purchase orders for the Police Department were discussed reviewed and signed.

**Minutes**

Minutes of 2/18/08, 2/25/08, 3/3/08 and 3/10/08 are tabled until March 24, 2008.

**Non-Public Session**

Motion made by Roger to go into non-public session under RSA 91-A: 311(a) Carol second. Motion passed 3-0. Motion made by Tom to go back into public session at 10:12 p.m. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

Motion made by Carol to go into non-public session under RSA 91-A: 311(a) at 10:13 p.m. Roger second. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

Motion made by Roger to go back in public session at 11:07 p.m. Carol second. Roll Call Vote: Selectman Gilligan – yes; Selectperson Merrill – yes; Selectman Lefleur – yes.

**ADJOURN**

Motion to adjourn by Roger. Seconded by Carol at 11:08 p.m. Motion passed 3-0.

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THOMAS R. GILLIGAN, CHAIRPERSON

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CAROL M. MERRILL, SELECTPERSON

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ROGER LAFLUER, SELECTMAN