

Alstead Advisory Budget Committee Minutes for the October 25, 2017 meeting (6:30pm)

Members in attendance:

Chris Hansen
Marge Noonan
Carol Reller
Chris Rietmann
Sam Sutcliffe
Barbara Viegener
Mary Ann Wolf
Joe Levesque

Review agenda and minutes

Minutes of the previous AABC meeting (10/11/2017) were approved with the corrections in the version Priscilla sent to us on 10/16/17. No further corrections were needed.

Summary / Review of the 10/24/17 Select Board meeting

The Select Board approved and signed a 4 year contract with Ruggiero (Transfer Station).

Police Chief (Steve) Murrell presented his proposed 2018 budget to the Select Board.

Sub Committee Review

Capital Improvement Plan Glenn Elsesser

Unfortunately, Glenn was unable to attend the meeting, so we could only go on what Glenn said at the 10/24 SB meeting. At that meeting, Glenn said the the town was falling behind on the 10 year plan for keeping all the town's equipment, roads, bridges, and buildings properly maintained. The Highway Dept. was asked if they could keep the same level of service with one less truck. The answer was "no"; that it would take longer to get the roads plowed sufficiently for the school buses to navigate the town.

Ambulance Service Mary Ann Wolf

Mary Ann reported that she was making progress on a few fronts. She said that Kelly Wright was doing a great job and being very helpful in correcting some of the issues. Mary Ann said that she received the trip reports from Jessie, and found some errors in them. She is working with both Jessie and Kelly to get these errors corrected. Mary Ann also said that she will be speaking to the entire Ambulance Service squad soon about how to obtain and enter the correct information on the trip reports. Mary Ann also said that she has just been granted limited access to the database where these trip reports are stored, so she will be able to access the full trip reports when they are entered.

Ambulance Service (cont)

And finally, Mary Ann said that she is formulating a policy for the faxes to ensure:

- The faxes always remain secure.
- The pertinent information is recorded in a timely matter.
- The faxes are properly destroyed when no longer needed.

Vilas Pool

Juliana Stevens

Julie has been away on leave from the ABCC. Chris Hansen will follow up with Julie to get some questions answered. Chris will also check with Kelly to determine when Bobbie will present the Vilas Pool budget to the Select Board.

Town IT Policy

Chris Rietmann

Chris will be ready soon to present the policy to the Select Board. Chris will use a modified "SAM" sample policy, with some Alstead specific examples (handling credit card information at both the transfer station, and the town office; adding, changing access, and removing users from the network; etc...)

Long Term Capital Reserve Funds and Trusts

Sam Sutcliffe

Sam is looking into the return on investment for the town's various Trusts. He found that most of them are returning less than 2% annually. We will be interested to hear more about how reserve and trust funds could earn more than 2%.

Sam also believes that there is a much better way to handle the Long Term Capital Reserve Funds. Rather than trying to predict what something will cost in 20 or 30 years, just base this year's deposit on the cost of the item this year. By adjusting the deposit each year, it should be much easier to stay on-budget and have enough funds in the CRF at the end of the term to purchase the item. Sam will share the specifics of this method at the next ABCC meeting.

ETC.

Joe asked the committee for ideas about a grant. Joe has to write a grant for his class and figured it should be for something the town actually needs.

- Culvert for the Highway Dept
- "Smokey the Bear" fire potential sign for the Fire Dept
- Library stairs, if the problem can be traced to the flood of 2005
- 40yd dumpster for the Transfer Station

Action items

- Chris H. will contact Juliana about the questions we have about the Vilas Pool operation and finances.
- Chris H. will find out when Bobbie will present the Vilas Pool budget to the Select Board.
- Chris R. will inform the ABCC when he is ready to present the town IT policy to the Select Board.
- Sam will share his Long Term Capital Reserve Costs at the next ABCC meeting.

The End

The meeting was adjourned at 8:05pm. Chris H. proposed the adjournment; Sam and Chris R. seconded, no one opposed.

Next Meeting

November 8th at 6:30pm

Submitted by Joe Levesque