

## Alstead Advisory Budget Committee

### Minutes for the July 8 meeting

#### Members in attendance:

Bonnie Chase  
Carol Reller  
Priscilla Sawa  
Juliana Stevens  
Sam Sutcliffe  
Les Thomas  
Jonathan Wildes

#### Also present:

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#### Topics discussed:

- It was suggested that the Chair send out an agenda (and reminder) before each meeting. It would be good to list all the subcommittees so that members are prepared with a report of their activities.
- Action items from the last meeting were reviewed and none is outstanding.
- Poor attendance at our meetings was noted. Members who do not plan to attend a particular meeting should give advance notice.
- We have not had any response to our request for volunteers on Facebook.
- We discussed communications problems again.
  - The lack of minutes from the HR committee led us to think that there was some conflict with the work of the EMSG committee. This turned out not to be the case.
  - We would like to have a representative at every Select Board meeting.
  - We urge all members to use the new Google Groups email alias.
- We briefly discussed the Treasurer's reports for January, February and March.

#### Select Board report:

- Carol reported that the Select Board voted at the June 30th meeting to give a \$0.25 per hour raise to on-call employees in the Fire Department and Ambulance services.
- There was no line-by-line review of the expenditure report at the Select Board meeting on July 7.
- Carol noted that Executive is \$13,000 over budget, Tax Collector is \$7000 over.
- The Cobb Hill project is finished. \$9.8K was spent for equipment rental, although the Equipment Rental line in the DPW budget is \$0.

### EMSG:

- The EMSG report on Emergency Management was accepted by the Select Board. The Emergency Management Director position will transition to one of the Select Board members. There is no electronic copy of the current Emergency Management Plan, so it will have to be re-worked.

### HR committee:

- The HR committee is looking into the limitations on questions that can be asked during the interview for the Police Chief position. The Search Committee has not yet met, although there are at least eight applicants.

### DPW subcommittee:

- No news.

### Quarterly Report subcommittee:

- The committee has not yet started work on the quarterly report due in September. A possible topic is the recent assessments and their impact on the tax rate.
- The June report has not yet been posted on the AABC web page.

### Financial Planning subcommittee:

- Jonathan created a one-page summary of the budget by grouping some of the department line items. We could use the same report format for actual expenditures.
- He also created an historical trends report and a fund balance report.
- All these reports are available on our Google Drive (AlsteadBudgetCommittee/Subcommittee Docs/Financial Planning).
- Jonathan is still working on the report format for the capital plan.

### Motions:

- The meeting minutes of June 24 were approved.
- The committee voted unanimously to amend the by-laws to "All official Committee actions shall be by a majority of votes cast (abstentions not included)..." (Moved 1. Sam 2. Les: 6/yes, 0/no, 0/abstention) Note: Jonathan wasn't present for this vote.

### Action items:

- Carol will follow up with Hans about the \$1133 finance charge in the March Treasurer's report, inquire about the software that he uses, and ask for the Treasurer's reports for the second quarter of this year.
- Carol will try to set up a spreadsheet that will allow us to analyze long-term trends in the Treasurer's reports.

- Sam will send Priscilla the final version of the June quarterly report for posting on our web page.

**Next meeting:**

July 22 at 7:00 pm at the Town Offices.

**Agenda items for next meeting:**

- Review the Treasurer's reports.
- Select Board and subcommittee reports.

**Comments from the public:**

- None.