

## **Alstead Advisory Budget Committee**

### **Minutes for the July 26, 2017 meeting**

#### **Members in attendance:**

Glenn Elsesser  
Chris Hansen  
Carol Reller  
Chris Rietmann  
Priscilla Sawa  
Sam Sutcliffe  
Barbara Viegner  
Mary Ann Wolf

#### **Review agenda and minutes**

Minutes of the previous meeting were approved as amended.

#### **Committee Reports:**

##### **Ambulance Committee:**

Kelly reported that our billing service keeps records for only the past two years, so no answers to our questions for prior years are available from the service. However, the town should have data for the past seven years, if it can be retrieved.

Mary Ann will make an official presentation on the third Tuesday of August. Going forward, Mary Ann will track the transports and make sure that the insurance is billed for transports.

The ambulance squad uses TEMSIS software to record calls and send data to the billing service. Our concerns are that the computer is very slow, and we don't know how secure the system is.

We need to find out:

- What computers the town owns
- What information is stored on each machine and its level of importance
- Whether the personal info of town residents and employees is handled in a secure manner.

Each department should have a line item for computer maintenance and repair.

We need a department-wide computer maintenance and repair policy as well as a HIPAA policy.

### **Vilas Pool Committee:**

Carol has completed the draft of the mini-grant proposal for the bell tower, and it has been reviewed by the VPC. Bobbie Wilson has forwarded it to Kelly for the SB to review.

### **CIP Committee and 2018 warrant articles:**

Glenn is back from vacation. There are a few new projects that should be added to the CIP:

- Repairs to the pedestrian bridge at Vilas Pool and the removal of certain trees that might damage it.
- The possible purchase of Kmiec's gravel pit.

Repairs to the library steps are needed urgently. There will have to be a special meeting about how to fund these repairs since the work should be done this year.

The funds from the New Town Hall capital reserve should be moved to the UFB and used to make repairs to the current town hall.

### **Financial Committee:**

Chris R. contacted Kelly about Muni-Smart but hasn't heard back yet.

### **Town Administrator:**

We formed a subcommittee (Carol, Mary Ann and Priscilla) to follow up on the recommendation of the HR committee that the town consider hiring a town administrator.

### **2017 Budget:**

Glenn is concerned about the Highway Department going over budget if spending continues at the current pace. The Police Department is close to budget, but over-spending can probably be avoided.

There won't be much surplus in this year's budget.

### **Select Board meetings:**

The Mutual Aid chief attended and presented his concerns about the under-staffed, piecemeal ambulance service in our area.

The Select Board will be able to act on the hazard mitigation plan next week.

The state is handing out extra funds for highway repairs, but it's important to know whether these funds will be revenue or a pass-through.

Police Chief Morrell made a good, detailed presentation.

### **Action items**

Carol will review Mary Ann's draft of her presentation to the Select Board.

Chris H will ask to be on the SB agenda to discuss a computer policy for town departments.

Glenn will send out a copy of the CIP to this committee.

Chris H. will contact Hans and ask whether the FEMA grant for Hill Rd was put in a separate account or into the general fund and also how to track similar items.

Mary Ann will ask Joel about repairs made to the St. Bernard Church steps. [Joel replied that John Tarmey was the one who made the repairs.]

Barb will ask the SB when they expect to start reviewing draft budgets for 2018.

### Next meetings

August 9, 23

### Agenda items for next meeting

**Tracking List:** budget reviews, job descriptions, building maintenance, transfer station, CIP, Bragg Lane, physicals for the fire squad.

### Planning Calendar events for 2018 budget and warrant articles

**September:** Town departments develop budget scenarios

**October:** Town departments present initial budgets to SB; Select Board sets tax rate for December 2017 bills.

**November:** Select Board develops preliminary budget and list of warrant articles.

**December:**

**January 9:** last day for petitioned warrant articles

**January 16:** last day for Budget Hearing

**January 25:** last day to post warrant articles and budget

**February 3 or 10:** 2018 Deliberative Session

**March 13:** 2018 Town Meeting

**Note:** The first four items above are from our Planning Calendar. (There is no event listed for December!) The remaining items are from

<http://www.revenue.nh.gov/mun-prop/municipal/documents/sb2-timeline-march.pdf>

*Submitted by Priscilla Sawa*