

Alstead Advisory Budget Committee Minutes for the July 13, 2016 meeting:

Members in attendance:

Chris Hansen, Marge Noonan, Carol Reller, Sam Sutcliffe, Barbara Viegner, Julie Stevens.

Chris Reitmann also attended.

Review agenda and minutes from the last meeting:

The meeting minutes of June 22 were approved (6/yes, 0/no, 0/abstentions).

Select Board meeting:

Carol, Chris H, Barbara, and Marge all attended the SB meeting last week.

Overtime (OT) concerns, especially for PT help was discussed with DPW. The SB has a new policy for ALL town employees. Department heads must ask a selectman for approval of OT for PT help in advance – a phone call will suffice to one selectmen.

The SB will look at reports for hours worked for all employees. They also want to look at reports for transfer station revenues.

Forest Fire bills are still coming in. The SB approved spending \$6000 for tool mounting on the new fire truck; the warrant article passed in March covers the funds. A quote was received for the overhead door at the firehouse. Rock will look into using a local electrician or plumber for cost savings.

Kim mentioned the proposed alarm system for town buildings. This idea is still conceptual in terms of what is needed where. SW Mutual Aid is willing to monitor the firehouses at no cost but will charge for the highway barn. AABC agreed that this needed more investigation and needed to go on the list of possible “big ticket” items for 2017. Questions included the requirements for Keene dispatch, what type of alarms were needed, and where did the approximate costs come from.

The Gilsum Mine Road property auction was completed and the property awarded to the highest bidder (\$35, 660). Mineral rights were a topic of debate. The property was sold without warranty. The town will maintain access to the hydrant.

There has still been no progress to date on job descriptions and a performance review process for town employees. Chris R. is working on the employee manual.

The Planning Board is willing to do planning related to the Bragg Lane property. They have not reached out to Julie to join in. She will follow up again. There is no need for a survey at the current time.

Glenn will work with the Planning Board to transition the CIP over to them. There is no set timeline on this.

There was some concern over the amount of the fund balance as Tim stated at the SB meeting that it was only \$11,000. This number came from the audit report and reflects only cash on hand at that time. This number fluctuates and the proceeds from the Gilsum Mine Road property will be added in. Tax \$\$ are coming in. It was mentioned that announcements on the town web page regarding town hall closures around tax time would certainly be helpful. It was also suggested that the bills go out such that the due date (30 days later) is not a holiday or weekend, as it was this year. The question of past history/\$\$ in the fund balance prior to taxes coming in was raised; no action item was assigned.

There is work to correct a few mistakes on the budget printout. When this occurs, Kelly is trying to fix the problem as soon as they are aware of it.

Transfer Station Committee:

The committee has not met in 3 – 4 weeks. The NRRRA rep will meet with us and the committee at our 8/10 meeting. The SB has requested spot checks of cars to ensure people have their stickers and are really taxpayers in town.

Other business:

The SB will kick off the budget process at their 8/2 meeting. AABC members should attend based on their subcommittee or area of interest. Department head schedule is DPW 8/2, FD 8/9, Ambulance 8/16, and PD 8/23. Line item and warrant articles will be discussed. The SB will use our planning calendar as a reference. Chris Reitmann was asked to keep us informed regarding what the SB wants/needs from us for help. It was suggested that the SB could encourage the department heads to reach out to us if they need help as well.

There is a Budget and Finance Workshop on 9/18 in Manchester sponsored by NHMA if anyone wishes to attend.

Carol brought up the topic of grants again. She thinks that grants fully funded from an outside source are subject to what is “gross basis” budgeting. In other words, the money is raised from the source so the line item for expense is offset by a line item for income and there is no impact on taxes. This is probably not the case for a matching grant. She will follow up on this for more details.

Action items:

- Glenn will add the Flood/Fire Reserve Fund to his list of possible 2017 warrant articles. We will also need to add a potential alarm system for town buildings to this list. The questions above should be a topic of discussion with Kim and the SB during budget meetings.
- We also need to add a new metal dumpster and an AED for the ambulance to the list of possible 2017 warrant articles. Scribe’s suggestion – this list should be shared on Google Drive.

- Status on vehicle maintenance tracking (Glenn).
- Julie will reach out to the planning board re her involvement on the Bragg Lane property,
- Carol will look into the grant process further.

Next meeting: Next meeting is July 27 at the Town Offices.

Agenda items for next meeting:

- Items from the punch list: budget review, town employee job descriptions, building maintenance, transfer station committee, vehicle maintenance, CIP, and Bragg Lane.
- Fire Department status on forest fire bills and the door work at the village station.
- Review of a potential list of warrant articles and “big ticket” items.
- Grant process
- Alternates
- Attendance and notification of absences
- Subcommittee memberships – do all members have one to focus on?
- Any preparation for the start of budget planning with the department heads

Minutes submitted by Carol Reller 7/19/17