

Alstead Advisory Budget Committee Minutes
For the November 11, 2015 meeting

Members in Attendance:

Chris Hansen
Carol Reller
Juliana Stevens
Sam Sutcliffe
Les Thomas
Marge Noonan
Bonnie Chase
Glenn Elsesser
Donna Sabin

Visitors:

Barbara Viegener
Michael Gordon

Meeting was called to order by Chris Hansen at 7:00pm.

Minutes Approved for the Nov. 4, 2015 meeting. 9 in favor, 0 abstentions

Old Business:

- We discussed that we are far behind on our schedule for budget season.
- Concern was expressed that we don't have communication on Budget Hearings-dates change, but neither we nor the department heads have been informed that the budgets are not on the agenda.
- We discussed the difference between town administrator and town manager. Sam encouraged us to read RSA37.
- Fund Balance—the selectmen chose not to use the fund balance to reduce the tax rate
- We need to look at possible warrant articles.
- Vilas Gym-the school is getting quotes of window and floor replacement. Can we use Town Hall CRF to help pay for this?

Topic Discussed:

- The AABC feels strongly that the building maintenance budget should be fully spent dealing with known issues in several buildings.
- We need to make sure we have an updated building needs assessment to put an accurate figure in the building maintenance line item.
- Punch List: We prioritized items on the punch list that need to be dealt with before the budget can be completed:
 - Ambulance reimbursements
 - Building Maintenance needs
 - Job descriptions and performance reviews
 - Line by line budget review

Committees:

General Government:

- Roger recently updated the phone plan saving the town considerable money each month. Juliana is waiting to have name added to US Cell account so that she can find out the anniversary dates of the phones.

Quarterly Report:

- Now that tax rate has been set, Sam will write the preliminary report.

EMSG:

- still waiting for quotes on doors
- bids are out on fire truck
- Chris R. has completed FEMA classes
- Grant has been received from SWRP for the Emergency Management Plan update.

DPW committee:

- Need to be looking closely at part time hours. Those monies and hours have nearly been expended.
- Waiting for quotes to come back on new truck.
- DPW needs a new trailer. Should it go in budget or on warrant article?

Financial Planning:

- Jonathan sent out several spreadsheets that he feels can be developed in MuniSmart. We need to look at them to see if they will meet our needs.

New Business:

Actions:

- Chris H. will send a copy of our mutually agreed upon timetable for the budget process to the selectboard and mention the difficulty of doing our job without the selectboard sticking to the schedule.
- As the AABC committees meet with the departments, we should be asking about building repairs needed.
- We are all to look at spreadsheets submitted by Jonathan
- Chris H. will contact Jonathan to see if he can meet with us electronically next week if he is unable to be present.
- Add to punch list the need for Emergency Management report.

Comments from the Public:none

Meeting adjourned at 8:36pm

Next meeting: Wednesday, November 18, 2015 at 7:00 at the Select Board's office.

Absent on November 18: Juliana

Minutes submitted by Juliana Stevens