

Alstead Advisory Budget Committee Minutes
For the October 7, 2015 meeting

Members in Attendance:

Carol Reller
Juliana Stevens
Sam Sutcliffe
Mary Ann Wolf
Nick Sintros
Marge Noonan
Bonnie Chase
Glenn Elsesser
Jonathan Wildes

Visitors:

Chris Rietmann

Minutes Approved for the Sept. 23, 2015 meeting. 8 in favor, 1 abstentions

Topic Discussed:

- Carol Reller updated us on Select Board's meetings
- The current status of the budget process was reviewed and the time for when departments will present to the Select Board was discussed.

Committees

Quarterly Report:

- Discussed the timing of the next quarterly report and potential topics to be addressed

General Government:

- Town maps line item is running over and requires research. This may well be driven by statutes.

EMSG:

- Police budget process has begun.
- A fire truck manufacturing company was visited. There is a 12-14 month lead time from order to delivery. Timelines to prepare the specifications were discussed. Three sample specifications have been collected to provide a base-line on what a good write-up looks like.
- Approaches to fund a fire truck were discussed along with some pro's and cons of new, used, and leased options.
- FEMA grant proposal process is believed to open up in Nov.

HR committee:

- Will report next week.

DPW:

- The budget is in process and paving and project based planning are being reviewed to understand the impact to materials.
- Switch to winter hours is under review.
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Financial Planning:

- The AABC is exploring software to improve the budgeting and forecasting process in town. This software is intended to compliment the software tools used by the town today, not replace them.
- Initial quotes on software options have been gathered from Host Analytics and Oracle.
- MuniSmart Sales Rep has been contacted to explore what budgeting and planning options they offer if any.
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A key point of contact for each subcommittee has been identified to interact with Linda for data requests:

Quarterly Report: Mary Ann Wolf
General Government: Mary Ann Wolf
EMSG: Carol Reller
DPW: Glenn Elsesser
Financial Reporting: Jonathan Wildes

Options on how transfer stations used by other towns are managed were discussed.

On-going list of things for the Selectman or AABC to look into was circulated.

- Department Heads will be asked to provide a list of buildings and a list of existing maintenance issues by building
- Department Heads will also be asked to develop a Preventative Maintenance list by building

New Business:

- General Government Budget review is 10/13
- DPW review is the 10/20 or 10/27
- PD review is 10/20

Actions:

- Donna will scan the Welfare Book
- Carol will clean up the on-going list for review

Comments from the Public:

- none

Mary Ann made a motion to adjourn. Juliana seconded.

Next meeting: Wednesday, October 14, 2015 at the Select Board's office.