

Alstead Advisory Budget Committee Minutes for the July 12, 2017 meeting

Members in attendance:

Chris Hansen
Marge Noonan
Carol Reller
Chris Rietmann
Priscilla Sawa
Juliana Stevens
Sam Sutcliffe
Barbara Viegener
Mary Ann Wolf

Review agenda and minutes

Minutes of the previous meeting were approved as amended.

Committee Reports:

AABC Vilas Pool Committee:

The AABC Vilas Pool committee has drafted a list of questions for the Vilas Pool Committee, ranging from questions about lifeguard training to accounting procedures. Some review comments need to be incorporated in the list before it is forwarded to the VPC.

Carol has a draft of the “mini-grant” asking for funding for an assessment of the repairs to the bell tower. Submitting the mini-grant will be the responsibility of the VPC. The SB needs to be made aware that the matching funds required from the town will be 20% of the cost of the assessment, at least \$100.

Once the VPC supplies the answers to the questions on the list, the AABC VPC will be ready to create a report with recommendations for the SB. Julie predicts that the work of the AABC VPC will be complete within a month.

Ambulance Committee:

Mary Ann has a copy of the Trip Detail Report (2011 – 2016) from Carol at the billing service. Mary Ann has drafted a list of questions about the report for Carol, but no answers yet. It is unlikely that Mary Ann will have a full report ready for the SB next week, when Jesse will report on the Ambulance service.

In the last two years at least, the billing report has not been checked line by line for unprocessed insurance claims, so no follow up has been done. After the meeting, Mary Ann provided the following figures by email. Note that the Adjustments are insurance contractual adjustments, not write-offs for inability to pay.

Year	Charges	Payments	Adjustments	Balance Due	Percent Uncollected
2011	\$18,213.36	\$8,555.53	\$965.10	\$8,692.72	47%
2012	\$23,064.40	\$11,954.02	\$1,488.35	\$9,622.03	41%
2013	\$24,744.15	\$19,086.47	\$594.19	\$5,063.49	20%
2014	\$13,154.35	\$6,954.06	\$107.07	\$6,093.22	46%
2015	\$21,628.55	\$11,353.53	\$609.86	\$9,665.16	44%
2016	\$29,266.80	\$14,827.22	\$443.62	\$13,995.96	47%

One recommendation will be to rewrite Jesse's form to highlight the fields for insurance information. This might encourage the squad members to get this information at the time of service.

CIP Committee:

Glenn is on vacation. There is some concern that we have no backup for Glenn and no access to his most current plan.

Summary of SB meeting:

There is some concern that the FD squad is not taking advantage of the free physical exams. Motivation is low because many on the squad have already taken the training that requires physical exams. In addition to concern about the health of our squad members, the town might be liable if injuries occur.

There is training ongoing for new members on the Ambulance squad.

The Friendly Meals kitchen was vandalized, but an arrest has been made. There is some sentiment on the SB that the town should reclaim some of the space used in the town hall by Friendly Meals.

The SB has asked Kim for a list of possible warrant articles. The SB has been reviewing expenditures vs. budget with department heads every month.

New business

Marge passed around a newsletter from SWRPC that mentions work done on Alstead's hazard mitigation plan.

Action items

Mary Ann will update the SB on ambulance billing next Tuesday.

Mary Ann will send out a list of tasks that could be done by an administrator.

Chris R. will meet with Kelly about getting better reports from MuniSmart.

Julie will update the list of questions and forward it to the VPC.

Carol will finalize the mini-grant proposal and forward it to the VPC.

Next meeting

July 26 at 6:30.

Agenda items for next meeting

Review the list of tasks for an administrator.

Committee updates.

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

Submitted by Priscilla Sawa