

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

Members in attendance:

Chris Hansen
Chris Rietmann
Carol Reller
Donna Sabin
Glenn Elsesser
Les Thomas
Sam Sutcliffe
Barbara Viegner
Mary Ann Wolf
Juliana Stevens
Marge Noonan

Review agenda and minutes, action items from previous meeting

Minutes of the previous meeting were approved with the addition “Alan Dustin was willing to accept Carol Reller’s help to document his building inspections.” (7/yes, 0/no, 2 abstentions)

Mary Ann addressed the arrangements for the physicals for the Fire Department. Kim has 3 takers so far but has not addressed the entire department that physicals are available. He is in charge of the situation. Follow-up could be done by checking the budget line occasionally.

Mary Ann prepared a schedule for working at the transfer station, 4/22, handing out brochures concerning recycling and the benefits. Two-hour shifts are available.

Select Board meeting

The Rescue truck sold for \$11,320; the pumper sold for \$3,200. Glenn was happy with these numbers.

A paving contractor was chosen, Arlington Paving at \$57.50/ton. The parking lots will not be done this year because extra preparation work is needed. This should be added to the new CIP at some point. The DPW is close to going over their salt budget and still needs to pay for the Chloride for the gravel roads for the summer. The Walpole Valley Rd. shoulder work still needs to be done as the edge of the road is breaking down. It was suggested this be done before the new paving project. Location of culverts needed for the Hazard Mitigation Plan should be specified by GPS. Auction of property for back taxes is being handled by James R. St. Jean Auctioneers. Fuel line costs are being lumped together and David is keeping track of each Dept. The previous percentages for each department were an estimate and not

accurate. Ruggiero is now trucking the trash and the SB will evaluate this after a trial period.

Committees

AABC is waiting for approval from SB to work on the CIP with the Planning Board.

Financial Analysis Committee

Chris Rietmann presented an overview of the Financial Analysis Committee. Suggested revenues to be included and expenditures tracked by month are as follows.

Revenues

- Taxes - by quarter, month before bills sent out
- Registrations
- Licenses, Fees
- Transfer Station
- Ambulance
- Other
- Investment Income
- Rates of Return
- Rooms and Meals, Grants
- Payment/Interest of Back Taxes

Expenses

- Expenditures by Month from Budget
- Warrant Articles
- Others

Accounts

- Fund Balance pm
- Trust Funds
- Checkbook by Quarter

Charts

- Budget expenditures - stacked bar

Ambulance Committee

Mary Ann is willing to work on the billing. Breakdown of billing info is needed. The billing service has been authorized to bill three times rather than just once. There needs to be a breakdown of reimbursement, what is being written-off as unpaid, number of calls, how private paying is handled, review of insurance contracts, ambulance paperwork being done in a timely matter. The ambulance is a service provided by the town.

Vilas Pool Committee

Plan a meeting with the Vilas Pool Board. Their meetings are not on a regular basis and not posted.

Town Administrator Committee

Waiting for a mandate from the SB.

Action items

Next meeting

AABC Meetings will be on the 2nd and 4th Wed. of each month, 6:30 PM.
Subcommittees will convene as necessary.

Agenda items for next meeting

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

Submitted by Marge Noonan