

## Ongoing Punch List for the Alstead Selectmen (or AABC) to Pursue

Item	Detail	Date Added	Owner	Priority
<b>Financial Status/Review</b>	Review budget, expenditures, and revenue at least once a month.	10/14/15		High
<b>Compensation and Benefits Evaluation Committee</b>	Develop an action plan to implement the suggestions contained within the CBEC report, placing emphasis on: <ul style="list-style-type: none"> <li>• using collected wage information to inform additional 2015 wage adjustments (<b>done</b>)</li> <li>• job descriptions for all employees (<b>in progress</b>)</li> <li>• defining a performance review process</li> <li>• exploring the need for a town administrator/manager (<b>done</b>)</li> </ul>	10/14/15		High
<b>Ambulance</b>	Decide whether to raise fees ( <b>done</b> ).  Make a proposal for town ordinance for non-transport calls.	9/30/15		High
<b>Building maintenance</b>	Provide a list of issues in town buildings that need attention. ( <b>done</b> )  Develop and use a preventative maintenance list.	10/6/15		High
<b>Vehicle Maintenance</b>	Develop a method for tracking maintenance performed on town vehicles.	9/30/15	Department heads	
<b>10 year plans for items not in the CIP</b>	Inventory equipment/gear and schedule routine replacement.	9/30/15	Department heads	
<b>Transfer Station</b>	Explore options to run the transfer station more efficiently - for instance pay as you go.  Develop better method of managing accounts receivable.	10/14/15		

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<b>EMSG Emergency Management Report</b>	<p>Develop an action plan to implement the suggestions contained within this report:</p> <ul style="list-style-type: none"> <li>Identify an additional person to be trained to serve as an EMD. <b>(done)</b></li> <li>Form a Town of Alstead COAD (Community Organizations Active in Disaster).</li> <li>Update the town website to include emergency management planning.</li> </ul>	11/11/15	Chris R. (EMD)	
<b>Tracking and dividing cost between departments</b>	<p>Give office staff and AABC access to town cellphone usage data. <b>(done)</b></p> <p>Review cellphone usage and make recommendations. <b>(done)</b></p> <p>Implement Julianna's recommendations <b>(done)</b></p> <p>Separate out fuel usage by department. <b>(done)</b></p>	9/30/15	Joel, Julianna	
<b>Stipends</b>	<p>Make a list of everyone who receives stipends, along with the amount and the purpose. <b>(done)</b></p>	9/30/15	Joel	
<b>Mileage policy</b>	<p>Develop a mileage reimbursement policy for the use of a personal car on town business. <b>(partially done)</b> Note, the policy is developed but not communicated as of 1/14/16.</p> <p>Also need a realistic mileage line item for 2017.</p>	9/30/15	Joel	
<b>"Opt out" policy</b>	<p>Develop a policy for reimbursing employees who opt out of the town-provided health insurance <b>(done)</b>.</p>	12/04/15	Joel	
<b>Fund Balance</b>	<p>Work on a method to determine how this is really calculated and how it can be monitored over time.</p>	01/22/16	AABC	
<b>Capital improvements plan</b>	<p>Support efforts to develop a realistic plan for capital improvements.</p>	01/22/16	AABC	

Revised January 22, 2016

