

**Town of Alton**

**Budget Committee Meeting**  
**Minutes**

**June 13, 2006**

**Present:** Stephen Miller; William Curtin; Laurie Boyce; Elizabeth Dominick;  
Krista Argiropolis (Secretary); Member of the Public

**Absent:** Virgil MacDonald; Steven McMahon (Alton Selectmen Representative);  
Terri Noyes (Alton Central School Board Representative)

**I. Call To Order**

The meeting was called to order at 6:41 PM by Mr. Miller.

**II. Roll Call/Attendance**

Mr. Miller requested Ms. Argiropolis to take the Roll Call.

**III. Housekeeping**

Mr. Miller asked the members of the Committee if they had any Housekeeping issues or anything they would like to add to the agenda. There was no input at this time.

**IV. Public Input**

Ms. Ruth Messier spoke about her extensive experience serving on the Alton Budget Committee, including serving in the positions of Chair and Secretary. She expressed her concerns about the timeliness of the meeting minutes being submitted to the Town Clerk.

She stated that the Committee should review RSA 32, Municipal Budget Law, and that the Committee should make sure that they are adhering to it. Ms. Messier reminded the Committee that the draft of the meeting minutes should be submitted for availability for public inspection within seventy-two hours of a public meeting.

Mr. Miller thanked Ms. Messier for bringing this to his attention. He stated that there will be an immediate correction of this issue. Ms. Argiropolis stated that she would be sure to submit the draft copy to the Town Clerk to post for public inspection, as she had not been made aware that there was a seventy-two hour period, but that she was more than willing to comply. Ms. Argiropolis also thanked Ms. Messier for letting her know about her concerns and that there would be appropriate action taken.

**V. V. Approval of Meeting Minutes – May 9, 2006**

The meeting minutes of May 9, 2006 were reviewed by the Committee. The following changes were recommended:

Page one, section II. Roll Call/Attendance – first sentence: Mr. Miller stated that since there were *four* ~~three~~ of the ~~seven~~ *five* members of the Budget Committee were in attendance that they *did not* constitute a quorum, which is required for an official meeting.

Page two; section IV. Old Business – two typographical errors were noted.

First paragraph/first sentence: typographical error – the word “were” needs to be added.

Fourth paragraph/last sentence – the word “be” needs to be deleted.

Ms. Boyce motioned to accept the amended minutes of May 9, 2006. Mr. Miller seconded the motion. The motion passed with vote of three, and one abstaining. (Yes – SM, LB, ED. Abstaining – WC).

## VI. Old Business

Mr. Miller reviewed his findings of the action items from the May 9, 2006 meeting. His findings are noted in italic typeface, below, with the bulleted action item:

- General Government: Printing/Signs (Account# 1-4130-181) – (-\$692.13) – *The Town Report was printed in color.*
- General Government: New Equipment (Account# 1-4130-201) – (\$587.04) – *A paper shredder was purchased.*
- Town Clerk: Computer Expense (Account# 1-4132-162) – (\$1,302.00) – *A new computer was purchased for the Town Clerk.*
- Election and Registration: Printing/Signs (Account# 1-4140-181) – (\$1,055.50) – *This was for SB2 elections.*
- Code Official/Building Inspector (Account# 1-4192-162) – (-\$34.61) – *This was under budgeted.*
- Assessing: Copy Machine (Account# 1-4193-163) – (-\$89.56) - *There was an unanticipated use.*
- Assessing: Contracted Services (Account# 1-4193-184) – (\$517.00) – *This was for Visions software and maintenance agreement.*
- Assessing: Vehicle Maintenance (Account# 1-4193-207) – (-\$12.96) – *This was for repairs to the Assessing car, which had broken down.*
- Police Department: Over Time Wages – Cops (Account# 1-4210-021) – (\$21,658.17) – *This expense was due to an injured officer and the department being short-handed.*
- Police Department: Building Expense (Account# 1-4210-309) – (\$2,223.32) – *This was for repairs that needed to be made.*
- Fire Department: Computer Expenses (Account# 1-4220-162) – (\$2,192.38) – *The majority of this expense was used during the First Quarter.*
- Highway Department: Over Time Wages – Road Crew (Account# 1-4312-012) – (\$13,502.11) – *The majority of this expense was used during the fall and winter months.*
- Highway Department: General Expense (Account# 1-4312-139) – (\$4,486.38) – *This is expected to be used up, however this is being checked into further.*
- Highway Department: Delineation of Wetlands (Account# 1-4312-599) – (-\$701.18) – *Mr. Miller is checking to see if this should be allocated to a Warrant Article.*
- Solid Waste Operations: Office Supplies (Account# 1-4324-131) (-\$750.00) – *Due to a robbery, a new filing cabinet had to be purchased.*
- Water Department: Meter Program (Account# 1-4331-609) (\$687.23) – *Water meters were bought ahead of time.*

- Recreation Department: Computer Expense (Account# 1-4520-162) – (\$103.07) – *A new computer and software were purchased early.*
- Library: Computer Expense (Account# 1-4550-162) – (\$982.00) – *Computer purchases were done at the beginning of the year.*

There were no further questions about the items that Mr. Miller reviewed. All areas were felt to be covered.

## VII. New Business

Ms. Argiropolis submitted the Alton Budget Committee Contact List, which is for use by the Committee members for contacting each other, and not for public display. There was some additional contact information added to the document. Ms. Argiropolis will revise the Contact List and email or mail it to all of the Committee members.

The committee reviewed the Town of Alton Actual and Budgeted Expenses and Encumbrance report for May 2006. The Committee reviewed the town department areas of: General Government; Budget Committee; Town Clerk; Tax Collector; Election and Registration; Legal; Benefits; Planning Department; Code Officials/Building Inspector; Assessing Department; Parks and Recreation – Grounds and Maintenance; Cemetery; Insurance; Police Department; Fire Department; Emergency Management; Highway Department; Street Lighting; Solid Waste Operations; Water Department; Animal Control; Welfare Department; Recreation Department; Library Department; Gilman Museum; Conservation Commission; Special Articles; Miscellaneous; Recreation Revolving Fund; and Hazardous Waste.

The committee discussed expenses that have exceeded budget or may exceed budget before the end of the fiscal year. Mr. Miller will meet with Russell Bailey, Selectmen Town Administrator, or other appropriate department directors/managers for more information and an explanation of the amount remaining on the following accounts:

- Town Clerk: Office Supplies (Account# 4132-131) – (\$368.36)
- Assessing Department: Travel/Mileage (Account# 4193-112) – (\$54.02)
- Assessing Department: Copy Machine (Account# 4193-163) – (\$89.56)
- Parks & Recreation - Grounds & Maintenance: New Equipment (Account# 4194-201) – (-\$294.92)
- Police Department: Travel/Mileage (Account# 4210-112) – (\$18.24)
- Police Department: Community Services (Account# 4210-270) – (-\$175.59)
- Fire Department: Part-time Wage Forest Fire (Account# 4220-025) – (-\$1,852.08)
- Fire Department: Forest Fire Expense (Account# 4220-342) – (\$583.92)
- Highway Department: Dues/Fees (Account# 4312-111) – (-\$125.30)
- Highway Department: Travel Mileage (Account# 4312-112) – (-\$378.02)
- Highway Department: Street Sweeping (Account# 4312-164) – (\$675.00)
- Highway Department: Catch Basin Cleaning (Account# 4312-165) – (\$1,150.00)
- Highway Department: Building Expense (Account# 4312-309) – (-\$4,193.11)
- Highway Department: Chipper (Account# 4312-532) – (-\$644.17)
- Highway Department: Delineation of Wetlands (Account# 4312-599) – (-\$701.10)
- Highway Department: Emergency Reconstruction (Account# 4312-699) – (-\$13,062.79)
- Solid Waste Operations: Disposal of Tanks (Account# 4324-141) – (-\$109.00)
- Solid Waste Operations: Waste Oil Removal (Account# 4324-401) – (-\$2,106.70)
- Water Department: Service Expenses (Account# 4331-605) – (-\$832.38)

Mr. Miller stated that he wanted to check with the Highway Department concerning grant money for the floods, as that may go towards sand and other necessities.

Mr. Miller asked the Committee if they had any questions about the Town of Alton Actual and Budgeted Expenses and Encumbrance Report for May 2006. There were no questions.

There was no school finance reports available to review. Mr. Miller gave the Committee members a copy of the Alton School District Budget calendar for 2007-2008 for their review.

Mr. Miller asked the committee if there was any additional New Business. The committee did not include any additional New Business. All areas were felt to be covered.

#### **VIII. Public Input**

There was no public present at the meeting to solicit input.

#### **IX. Adjournment**

Ms. Boyce made a motion to adjourn and Mr. Curtin seconded the motion. The motion passed unanimously.

The Budget Committee Meeting adjourned at 8:13PM.

The next Budget Committee Meeting will be held on August 15, 2006. There is no meeting scheduled in the month of July 2006.

Respectively Submitted,

Krista A. Argiropolis  
Keeper and Transcriber of Minutes