

Town of Alton
Budget Committee Meeting
Town Hall Meeting Room
May 26, 2016
Minutes
Approved September 15, 2016

1. **Call to Order 6:30 pm**

2. **Pledge of Allegiance**

3. **Roll Call**

Roger Nelson, Chairman
John Markland, Selectmen's Representative
Greg Fuller, Vice Chairman
Terence O'Rourke, Member
David Hershey, Member

Andrew Levasseur, Member, Absent
School Board Representative, Absent

4. **Approval of Agenda**

R. Nelson requested to add under new business Item C. Capital Improvement Plan.

T. O'Rourke motioned to accept the agenda as amended and seconded by Greg Fuller with all in favor.

5. **Public Input I**

None
Public Input I closed

6. **Old Business**

A. Meeting Minutes

T. O'Rourke motioned to approve the minutes of April 28, 2016 as presented and was seconded by R. Nelson with all in favor.

B. Review of Town and School Financials

There was no discussion on the school financials.

There was no discussion on the Town Financials. It was requested that the Town Administrative Secretary be contacted to E-mail the Town financials to each of the Committee members to allow for sufficient time to review them before a meeting.

7. **New Business**

A. **2017 Budgeting Process**

D. Hershey had minor changes on the 2017 Budgeting Process letter that R. Nelson sent to the Committee Members.

D. Hershey read into the record the letter drafted by R. Nelson with his proposed changes.

*To the Town of Alton Board of Selectmen:
As elected members of the Budget Committee and recognizing our roles as fiduciaries to Town taxpayers, we are requesting a slight modification to the upcoming budget process. While we recognize the time effort of everyone involved in the budget preparation process, we are optimistic that a proposed slight change in the process will allow the affected parties sufficient time to prepare a well prepared, alternative approach while also best serving the Town residents who entrust their representatives to manage the process and expenditures in the most efficient manner.*

The Town Budget Committee is requesting a couple of changes to the budget process to include two alternative budgets:

- 1. First alternative – an overall 5% bottom line reduction (by department), from the 2016 budget figures*
- 2. Second alternative – and overall 10% bottom line reduction (by department) from the 2016 budget figures*

The alternative proposals must be specific in the identification of the proposed changes in service / operation and or expenditures that comprise the reductions. To the extent any department head seeks assistance in the review of his / her requested alternate proposals; a request should be made to the Budget Committee for assistance.

In the event the Board of Selectmen seeks a representative of the Budget Committee to discuss our request in greater detail, we are happy to comply in any capacity that best serves our residents.

Respectfully,

G. Fuller asked for clarification of what the Committee was requesting the Selectmen to present, is it three different budgets and could the Budget Committee make the reductions.

There was a discussion on the reasons why the request was being made and that the request would apply to the Town, the ACS and PMHS budgets.

The Committee discussed various line item budgets that were in question and on how the Department Heads would present the three budgets.

T. O'Rourke motioned to submit the letter drafted by R. Nelson and as amended by D. Hershey and with the removal of the second alternative of a 10% reduced budget to the Selectmen.

Discussion

The vote was 4-1 in favor with J. Markland voting against.

R. Nelson motioned to send same letter to the Superintendent of PMHS and the Superintendent of ACS SAU 72 and the School Board.

The vote was 4-1 in favor with J. Markland voting against.

B. Projected Meeting Dates

There was a discussion on the date for the next Budget Committee meeting.

There was a discussion by the Committee on funds encumbered by the School with J. Markland providing an explanation of encumbered funds.

G. Fuller requested that a letter be sent to the School Board requesting a list of what the total of the encumbered funds are and what the expenditures are. G. Fuller will draft the letter and will request that the Town Administrative Secretary to E-Mail it to the ACS School Board and PMHS School Board.

Meeting break taken at 7:20 pm

Meeting resumed at 7:24 PM

Greg fuller read a draft of the letter to be presented to the School Boards requesting information with a deadline of 7 days after the approval of the encumbrances. There was some discussion and some minor amendments

G. Fuller read the amended letter into the record.

We request a list of monies encumbered with appropriate accounts and descriptions listed after the current fiscal year of 2015-2016 budget is over. We understand that your fiscal year ends on June 30, 2016 and your vote will be take place after that.

We request this information within seven (7) days after the approval of said encumbrances.

Your cooperation is appreciated.

Respectfully,

The Alton Budget Committee

There was further discussion on the letter and when the results will be reviewed.

T. O'Rourke motioned to approve the letter as written and was seconded by D. Hershey. The vote was 4-1 in favor with J. Markland voting against.

There was continued discussion on future meeting dates.

The next meeting will be held on September 15, 2016 at 6:30pm at the Alton Town Hall meeting Room.

C. Capital Improvement Plan

R. Nelson stated to the Committee that we don't have a handle on the Capital Improvement Plan and questioned what the priorities are. It would be helpful to know who has the highest priority need and if we plan accordingly can some of the warrant articles be narrowed down.

It was noted by G. Fuller that the Capital Improvement Plan was eliminated years back by the Planning Board. R. Nelson requested that J. Markland suggest to the Selectmen that the Budget Committee be provided with a more prioritized list and possibly a 3-5 year plan.

8. Public Input

None

Public Input Closed

9. Other Business

None

10. Adjournment

R. Nelson motioned to adjourn the meeting and was seconded by T. O'Rourke with all in favor.

The meeting adjourned at 7:35 pm

Respectfully submitted,



Peggy Hawksley
Budget Committee Secretary
Approved September 15, 2016