

Budget Committee  
Meeting Minutes  
September 23<sup>rd</sup>, 2021 – 6:00 PM  
Town Hall  
1 Monument Square  
Alton, NH 03809

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1. Call to Order: 6:00 PM
2. Roll Call: R Parker, D Hershey, J Bemis, R Johnson - School Board Representative, E Dionne - Town Administrator, L Parker - Finance Manager (absent: Selectmen's Representative, Budget Committee Member - L Laplante)
3. Approval of Agenda: DH moves to accept agenda, 2<sup>nd</sup> by JB, all were in favor.
4. Old Business: RP requests summary of the plan to record meeting minutes. Otter software has been purchased and implemented by IT Director Joshua Monaco, and the system was active during the 9/23/2021 Budget Committee Meeting and will be every Budget Committee Meeting going forward. JM will send transcripts of meeting to JB and then JB will make sure that the generated transcripts are converted into the proper format and sent to Stacey Bailey for distribution.
5. New Business:
  - a. RP asked ED and LP to join the Budget Committee Meeting answer questions about how or if town departments collaborate on purchasing and the purchase order process in general.
    - i. ED advises that a purchase order system been in place for many years, and everyone in town government is required to use it for most purchases. A standard purchase order is issued for larger dollar amount purchases and projects. The town has software to track invoices by vendor but does not have software to track purchase orders themselves, and she further advises that the aforementioned system is common for other municipalities in the area. DH requests a copy of the standard purchase order, and the policy regarding use of purchase orders, for his perusal.
    - ii. ED responds to a previous discussion about exploring the viability of hiring an electrician or plumber to complete maintenance work on town buildings, as a cost-saving measure. ED advises that there is not enough volume of work for the solution to be cost-effective at this time. The town has subcontract plumbers and electricians with which they have an excellent relationship. DH requests an inquiry to the frequency that each department uses the services of the town's preferred plumbers or electricians.
    - iii. ED advises that there are already examples of different departments contracting the same vendor as a cost-saving measure. ED provides the example of the town having a 3 year contract with a paving company which cover all paving needs for the town.
    - iv. JB makes inquiry into the kinds of software used for management and resource planning. ED advises that the town uses the typical Microsoft suite—including outlook for email—as well as very specific software for the different departments operations. DH proposes that JB reach out to JM to discuss further.
  - b. RP confirms that Thursdays still work for Budget Committee Members. All present members confirm that Thursdays still work, for the most part. DH advises that Thursdays may become an issue during skiing season.
  - c. Key Deliverable Dates are discussed.

- i. January 11: Last day to give notice of the January 18<sup>th</sup> public hearing on the town budget
  - ii. January 18: Last day to hold public hearing on town budget
  - iii. January 24: Last day for the Budget Committee to deliver copies of the final budget and recommendations to the Board of Selectmen.
6. Approval of Minutes: DH moves to approve 9/16/2021 meeting minutes. 2<sup>nd</sup> by JB, all were in favor.
7. Public Input: Resident Richard Shay speaks. RS shares his concerns of how the budget was handled last year, specifically citing a reduction in the budget later in the process. RS inquires into whether or not the members of town government have a clear view of the overall budget as it is being crafted. RS also inquires into the town's plans to use ARPA funds as they are disbursed.
  - a. DH moves to recommend that the tax impact of each Warrant Article be displayed on the ballot, 2<sup>nd</sup> by JB, all were in favor. ED advises that, by state law, a Warrant Article must be added to the ballot by the Board of Selectmen for the recommendation to be approved or denied by the town electorate. ED will bring the recommendation to the Board of Selectmen.
  - b. ED advises that ARPA funds, in the sum of \$260,000.00, would be disbursed to the town in 2021, and that another \$260,000.00 would be disbursed in 2022. The town will have until 2026 to spend the disbursed ARPA funds and must use said funds in accordance with the requirements of the funding program. ED advises that the ARPA funds will not be included in the budget as they must be handled separately.
8. Other Business: DH moves to recommend that the town brings in an expert to conduct a business use/occupancy assessment of the West Alton Fire Station and Mt Major Community Center. Motion fails.
9. Motion to Adjourn: DH motions to adjourn, 2<sup>nd</sup> by JB, all in favor.