

Budget Committee
APPROVED Minutes (approved 11/5/2019)
October 30, 2019 @ 6:30 PM
Alton Town Hall
1 Monument Square, Alton, NH 03809

1. Call to order meeting at 6:30 pm.

2. Roll Call

Patrick O'Brien, Chairman
Beth Varney, Member
David Hershey, Member
Bob Holt, Member
Kristi Hikel, School Board Representative

Absent:

Roger Nelson, Member
Reuben Wentworth, Board of Selectmen Representative

Other:

Liz Dione, Town Administrator
Laura Parker, Town Financial Officer

3. Approval of Agenda

MOTION by K. Hikel to approve the Agenda as presented. Second by D. Hershey. Motion passes (5-0)

4. New Business

1. Set December Dates for Department Budgets
December 5, 12, and 19 (if needed) at 6:30 pm.
November 6, 13, 21.

2. Review Department Budgets

a. Planning Department - Jessica Call, Town Planner.
Changes in both wage lines decreases.

MOTION by P. O'Brien to accept and approve the Planning Department budget as presented.
Second by D. Hershey. No discussion. Motion passes with all in favor. (5-0)

b. Elections/Registration - Lisa Noyes, Sharon Kierstead, Ray Johnson - Supervisors of Check List
Increase would be front the number of elections. 4 elections.

Increase in cost of printing ballots.

Supervisors are getting a small stipend, paid by the hour.

Advertising is up due to extra elections - advertising that office closed during elections.

Discussion on a new ballot counting machine. They are notified by the State Secretary Office when they need to upgrade to another machine.

MOTION by D. Hershey to accept and approve the Elections/Registration Budget as presented.
Second by K. Hikel. No discussion. Motion passes with all in favor (5-0)

c. Town Clerk/Tax Collector - Lisa Noyes

Line 020 overtime. mainly happens during elections. Very difficult to take overtime from the work week.

Mileage - is it worth it to purchase a small van to cover conferences. etc.

L. Dione stated yes, it would be worth it to have a shared van to help cover these costs.

Equipment line \$850.00. Current printer is 10 years old plus. Suggestion that new printers are more efficient with ink, etc. Suggest to purchase now than return to general fund. Nothing else is purchased from that line.

In the future - the printers used for State Motor Vehicles, were provided in 2005 and now they are not providing these. They will need to look into providing their own. Suggest buying printers and get that line to 0.

MOTION by P. O'Brien to reduce line 201 to \$1 and accept and approve the Town Clerk budget as presented.

Second by B. Holt. No discussion. Motion passes with all in favor. (5-0)

d. Legal. Liz Dione, Town Administrator.

Increase in Line 165. Selectmen increased.

Line 166 due to current litigation and anticipation litigation in 2020. Some of the litigation is listed on the justification sheet. Some litigation is unknown,.

184 - level funded

185 - police prosecutor - contractual, remains the same with a cap at 2% cola.

165 - town attorney paid out in monthly payments. Explained on justification sheet. Does not cover litigation.

84 - retainer for specialize areas. Used this year.

MOTION D. Hershey to accept and approve the Legal Budget. Second by K. Hikel. No discussion. Motion passes with all in favor. (5-0)

5. Old Business

Discussion on approving budgets from departments we heard from on October 17.

Street Lights - MOTION by K. Hikel to accept and approve the Budget for Street Lights as presented.

Second by D. Hershey. Motion passes with all in favor. (5-0)

Audio/Visual Meeting Equipment - Recommend to include in IT for 2021 budget.

MOTION by K. Hikel to accept and approve the Budget for Audio/Visual Meeting Equipment as presented.

Second by D. Hershey. Motion passes with all in favor. (5/0)

Gilman Museum. MOTION by K. Hikel to accept and approve the Budget for Gilman Museum as presented. Second by P. O'Brien. No discussion. Motion passes with all in favor (5-0)

Patriotic. MOTION by B. Holt to accept and approve the Budget for Patriot as presented. Second by D. Hershey. No discussion. Motion passes with all in favor. (5/0)

Interest short term. MOTION by P. O'Brien to accept and approve the Budget for Interest Short Term as presented. Second by K. Hikel. No discussion. Motion passes with all in favor. (5/0)

General discussion on Warrant Articles for non-profits. Discussion on having someone come and talk regarding the not-for-profits to educate the Budget Committee on how the system works. The non-profits provide a report to the Selectmen to substantiate their requests. David Hershey to send Mary Jarvis an email with background of person suggested and at the next meeting for Budget Committee and will make the decision to have them come or not.

Welfare department - MOTION by K. Hikel to accept and approve the Budget for Welfare Department as presented. Second by D. Hershey. Discussion. Motion passes with all in favor. (5/0)

Additional discussion on the approval process for the Non-profit organizations. Submit a petition for warrant article for new organizations or if the organization fails the year previous. If passes, they automatically go through with a request.

General discussion whether to approve other departments that were heard on the 17th of October.

Assessing. MOTION by P. O'Brien to accept and approve the Budget for Assessing. Second by K. Hikel. Discussion - B. Holt noted on some departments doing payroll in two different ways. (2% cola at the beginning of the year/and merit was taken out of other line items). The request is accurate. No further discussion. Motion passes. (4-1)

Discussion on why benefits and insurance are not put in the individual departments. Insurance companies do not provide rates until the Fall. This can only be a suggestion. The Selectmen govern how this is divided.

Building department. MOTION by D. Hershey to accept and approve the Budget for Building Department as presented. Second by K. Hikel. Motion passes. (4-1)

Hold off on approving IT and Highway.

IT. Discussion. D. Hershey would like IT Department to seriously consider a used server with a warranty. L. Dione noted the town recently received unanticipated relief from the State of approx. \$65,000 (left over from the state budget). Selectmen have given approval for IT to get a server with this money and change telephone companies. Receiving an amended budget with reduction. Liz Dione stated there will be a public hearing in November that is required in spending state aid.

B. Holt stated he would like clarification on the benefit buyout account on each budget. L. Parker explained, benefit buyout for employees that get holiday, personal or bonus days that get paid out at the end of the year. Can only roll over 80 hours vacation pay. Cannot get paid for vacation days not used. Another question, what was total cost of pay raises this year. \$138000 was cola. What was merit total/cost to the town. Laura Parker or Liz Dione will get Bob the answer to his question with figures.

6. Approval of Minutes

MOTION by K Hikel to approve the minutes of October 17, 2019 as presented. Second by B. Holt. No discussion. Motion passes (4, 1 abstention)

7. Public Input. None seen or heard. Public input closed.

8. Other Business (if necessary) None.

9. Adjournment

MOTION by K. Hikel to adjourn at 8:09 pm. Second by B. Holt. No discussion. Motion passes with all in favor. (5-0)

Respectfully submitted,
Carolyn Schaeffner, Recording Secretary