

Budget Committee Meeting
APPROVED Minutes (Approved 11/8/2018)
November 1, 2018 @ 6:30 PM
Alton Town Hall
1 Monument Square
Alton, NH 03809

1. Call to order at 6:30 pm by Roger Nelson.

2. Roll Call

Roger Nelson, Chairman
Reuben Wentworth, Board of Selectmen Representative
Patrick O'Brien, Member
David Hershey, Member
Karen Kharitonov, School Board Representative

Liz Dione, Town Administrator
Troy Neff, Town Financial Officer

Absent:

Greg Fuller, Member
Beth Varney, Member

3. Approval of Agenda

MOTION by D. Hershey to approve the Agenda as presented. Second by R. Wentworth. No discussion. Motion passes with all in favor.

4. Approval of Minutes of October 25, 2018.

MOTION by K. Kharitonov to approve the Minutes of October 25, 2018 as presented. Second by P. O'Brien. No discussion. Motion passes with all in favor.

5. New Business

1. Review of Department Budgets with Department Heads.

a) Assessing (4193) Present: Deb Derrick and Tom Sargent.

R. Nelson question on Line 131, 50% increase.

T. Sargent noted Ink/Toner cartridge price increase. Also, next year updating all Assessing cards.

R. Nelson Line 133 Postage and Line 131.

T. Neff stated these are two distinct expenses.

D. Hershey Line 184.

T. Sargent \$1000 more for new software.

P. O'Brien asked about maintenance charges on vehicle.

T. Sargent noted of Oil/Filter Changes.

b) Conservation Commission (4612) Present: Earl Bagley

E. Bagley noted largest expense was the West Alton Marina proposed plans.

R. Nelson asked about Contract Services.

E. Bagley noted for mowing conservation lands every 2 years.

c) IT (4145) Present: Joshua Monaco

R. Nelson noted budget up 17%.

J. Monaco noted there were increases in some and decreases as well. Line 502 Hardware

Network. Town will need a new server next year - upgrade.

R. Nelson asked if he has met with CIP to put some of these monies aside?

J. Monaco noted no he has not. Overall cost is \$9750 for next upgrade.

D. Hershey added the CIP requirement is \$25,000.

General discussion on CIP requirements and guidelines.

P. O'Brien asked if there was a replacement program of PCs.

J. Monaco informed not set up.

P. O'Brien suggest if this could be included to get to the \$25,000.

J. Monaco stated overall the main increase was in Wages and Hardware. Lots of savings in the budget this year. Negotiating on services. Decreased line 507. Saving \$1000 within the next 2 years. Renewals of subscriptions for services less as well.

General discussion on cell phones and changes in how they are used by Department Heads. Using smart phones that has limits, data and strongly monitored.

d) Elections (4140) Present: Sharon Kierstead and Lisa Noyes

R. Nelson Line 001

L. Noyes noted Stipend for Supervisor.

S. Kierstead noted she has kept track of her hours for the year. There have been 3 elections and breaks down to \$4 per hour. Training new personnel. This past year one resigned, new person added. Also added to responsibilities town deliberative session.

e) Clerk (4132) Present: Lisa Noyes

R. Nelson asked about Line 110 Meetings and Conferences.

L. Noyes noted they put the amount in but are not sure who can go when scheduled. Hard to plan if needed to stay overnight and coverage in the office.

R. Nelson asked about Records Management.

L. Noyes stated it used to be in Governments.

f) Library (4550) Present: Holly Brown, Library Director, Betty Jean Muelenbook, Annette Slipp and Brian Slipp.

H. Brown stated she has current figures on expenditures if Budget Committee would like them.

R. Nelson noted that Trustees are sitting on a sizeable fund and when will monies start to be used.

General discussion on Agnes Thompson Trust Fund, how it was set up and use of funds.

H. Brown noted they used \$12,000.

R. Nelson noted monies have been rolled over for several years.

D. Hershey asked if this fund is a 501c3?

A. Slipp noted it was.

H. Brown noted the water line was over by \$870 dollars. Needed to discuss how to get down and has been checked for repairs.

General discussion on library use has been up but not substantially for the huge increase.

g) Emergency Management (4210) Present: Chief Ryan Heath

R. Nelson asked about Line 032.

R. Heath noted Holiday Pay is paid in one lump sum in December.

R. Nelson Line 113

R. Heath noted jump last year - merger with animal control and police including training.

- R. Nelson Line 204 Explorers.
- R. Heath merged to a Lake Region Post. Have not used it but has not made a decision to end the program.
- P. O'Brien asked about Fleet Expense.
- R. Heath noted it was the current lease program for vehicles.
- R. Nelson asked about lease on motorcycles.
- R. Heath noted it was yearly.
- K. Kharitonov asked Line 115.
- R. Heath noted a particular grant - but not using next year.
- K. Kharitonov Line 309.
- R. Heath Reflecting an insurance claim.
- D. Hershey Line 440 Police Radio.
- R. Heath has a replacement schedule and used for repair as well as replacement.

8. **Public Input.** None seen or heard. Public input closed.

9. **Other Business**

R. Nelson asked L. Dione and T. Neff for information of wages, 2% cola and 3% merit for 2018 and a 3 year historical as well.

10. **Adjourn** at 8:00 p.m. MOTION by R. Nelson to adjourn at 8:00 pm. Second by R. Wentworth. No discussion. Motion passes with all in favor.

Respectfully submitted,

Carolyn Schaeffner, Recording Secretary

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ALTON TOWN CLERK