

**Budget Committee  
Meeting Minutes  
November 4, 2021 @ 6:00 PM  
Alton Town Hall  
Heidke Room  
1 Monument Square  
Alton, NH 03809**

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Call to order: RP calls to order @ 6:00pm

Roll Call: R Parker - Chairman, D Hershey - Vice Chair, J Bemis, L Laplante, L Parker - Finance Manager, B Mitchell - Selectman's Representative. Department Heads in Attendance: S Kinmond - Public Works Director, G Young - Conservation Commission's Representative, L Noyes - Town Clerk, H Brown - Library Director, C Mitchell - Water Works Director.

Approval of Agenda: BM moves to approve, 2<sup>nd</sup> by DH, all were in favor.

New Business:

1. Robert's Cove Road Repair
  - a. Residents sent several letters to the BC requesting that the town prioritize the re-paving of Robert's Cove Road. DH clarifies that the BoS is the entity responsible for making that determination. BC agrees to forward the Residents' letters to the BoS.
2. Budget Presentations/Approvals
  - a. Highway Department (4312): \$1,402,650.00 DH moves to approve, 2<sup>nd</sup> by JB, all were in favor.
    - i. SK outlines the justification of his proposed Highway Department budget. SK describes a shift to an "80% preventative maintenance, 20% road reconstruction" strategy, essentially shifting efforts from constant reconstruction using an in-house crew and equipment to spending more time and resources maintaining roads to promote longer life-spans.
    - ii. SK based his road treatment plans on a basic survey, but would like to have a more in-depth survey completed.
    - iii. DH inquires as to what process SK uses for managing his fleet of vehicles and equipment, and if he had run a cost-benefit analysis on owning certain pieces of equipment vs leasing. DH suggests that SK look into financial modeling software and offers to share his insights on which kind of software to use.
  - b. Conservation Commission (4612) \$23,341.00: BM moves to approve, 2<sup>nd</sup> by DH, all were in favor.
    - i. GY describes the Commission's involvement with UNH's Lay Lake water monitoring program.
    - ii. DH inquires into wages used for dictation of minutes, suggests the use of Otter AI speech-to-text software. GY advises that is it very helpful for staff to sit in on the meeting and prepare minutes because the same staff will later be writing letters to apply for grants and other sources of funding.

- c. TC/TX Department (4132) \$18,187.00: DH moves to approve, 2<sup>nd</sup> by BM, all were in favor.
- d. Elections and Registrations (4140) \$18,616.00: DH moves to approve, 2<sup>nd</sup> by RP, all were in favor.
- e. Library Department (4550) \$146,641.00: RP moves to approve, 2<sup>nd</sup> by LL, all were in favor.
  - i. HB advises of increases in heating fuel costs and wages.
  - ii. DH inquires as to whether the library trust account can be used for operating expenses. HB advises that the trust funds may be used for operating expenses.
- f. Water Department (4331) \$545,022.00: RP moves to approve, 2<sup>nd</sup> by DH, all were in favor.
  - i. CM advises that the water department is largely self-funded by water usage charges. The town typically covers expenses throughout the year and then is reimbursed at year-end. Also, the water department has fixed many leaks recently and reduced pump run-times drastically.
  - ii. CM also advises that the water department is seeking another full-time employee, as the staffing level is currently too low for the amount of work needed to be performed.
  - iii. DH asks if the water is tested regularly for contaminants. CM advises that the water is tested regularly.
  - iv. RP asks if CM will be able operate the water department with the budget presented to the BC. CM advises that she will be able to effectively run the water department with the presented budget.

Old Business: None

Approval of Minutes: RP moves to approve, 2<sup>nd</sup> by JB, all were in favor.

- October 21, 2021

Other Business (if necessary): None

Adjournment: 7:28pm. RP moves to adjourn, 2<sup>nd</sup> RJ, all were in favor.