

**Budget Committee**  
**APPROVED Minutes (approved December 12, 2019)**  
**November 13, 2019 @ 6:30 PM**  
**Alton Town Hall**  
**1 Monument Square, Alton, NH 03809**

1. Call to order at 6:40 p.m. by Chairman O'Brien.

2. Roll Call

Present:

Pat O'Brien, Chairman

Bob Holt, Member

Reuben Wentworth, Selectmen Representative

Kristi Hikel, School Department Representative

Others:

Liz Dione, Town Administrator

Absent:

Beth Varney, Member

David Hershey, Member

3. Approval of Agenda

MOTION by R. Wentworth to approve the Agenda of November 13, 2019 as presented.

Second by K. Hikel. Motion passes with all in favor. (4-0)

4. New Business

1. Review Department Budgets

a. Police Department - Chief Ryan Heath

R. Heath noted less than 1 1/2 increase, conservative planning and budget.

R. Wentworth and P. O'Brien expressed their appreciation on his hard work and added it has been noticed of the other departments as well.

B. Holt asked on fleet expenses (maintenance etc.) R. Heath stated all work done with Alton Highway Department unless warranty work. Figure represents parts, fluids, etc. No labor since it is Highway department personnel. B. Holt noted that department labor on vehicle are not being charged back. Feels labor is being eaten up in the highway department. B. Holt asked on lease purchases, is there a buy out. R. Heath noted we purchase for a \$1 at the end of the lease, and lease includes equipment outfitting as well. His goal not to keep at the end of cycle but to use for trade-in value. B. Holt asked how many cruisers are leased? R. Heath 9 cars are leased and all leased at the same time for 6 years. Lease payments being made out of the revolving fund. They do have surplus in the revolving fund and this is working well. This also includes motorcycles. P. O'Brien benefit buy-out.

An employee is getting 15 weeks getting paid out including sick time. B. Holt asked if this is the same for all employees. R. Heath yes for all employees but employee has to reach 10 years with Alton. This is tracked by the Finance Office.

K. Hikel noted this is the same practice with the School Department employees. R. Heath noted this also promotes longevity within employees. B. Holt noted the town has a great benefit package for employees. P. O'Brien line 109 Career Development. R. Heath there is a higher education program for a sergeant right

now. Another employee withdrew from a program last year due to a pregnancy. That is why there is a surplus at this time. Left the money level funded until the Select board decides what to do with the program. P. O'Brien asked on Line 113 for training; R. Heath noted some invoices are still to be paid. B. Holt line 432 Holiday pay noted some used on last pay raise. R. Heath noted changes in personnel and surplus money put back in, Fleet Lease and Motorcycle line same situation. R. O'Brien Line 440 Radio line. R. Heath noted pending purchase of a radio. B. Holt asked what is line 272. R. Heath special operations. This is a contingency for special events, or hire outside help and get resources in. B. Holt would like to see the purchase of additional speed limit lighted signs. K. Hikel agrees. K. Hikel asked about line 269 special investigations. R. Heath explained what this is being used for. Supplies are replenished at the end of the year. Some of those funds are drug investigations. P. O'Brien line 115 grant funding. Is there anything in mind to use this money? R. Heath using for different safety programs (i.e., computer in car and bullet-proof vests. B. Holt line for testing. R. Heath noted this is new for new employee testing for psychological testing, polygraph, etc. It was 0 last year due to creating the line last year.

MOTION by R. Wentworth to accept and approve the Police Department for \$1,228,265. Second by K. Hikel. No discussion Motion passes with all in favor (4-0).

- b. Emergency Management - Chief Ryan Heath and Emergency Management Director R. Heath - no expenditures, no emergencies to date this year. This also includes cyber attacks and working with town of Alton IT department to purchase and install new software to improve and protect computer software for the town. Grant was not approved. Moving in a different direction. Level funded. MOTION by P. O'Brien to accept and approve the Emergency Management Budget for \$4,003. Second by B. Holt. No discussion. Motion passes with all in favor (4-0).
- c. Budget Committee Patrick O'Brien, Chairman  
Discussion on math totals incorrect. Meetings and Conferences \$90 per person for a conference attended. General expense purchased a few law budgeting manuals. Discussion on advertising. Consensus to keep at \$200.  
MOTION by R. Wentworth to accept and approve the Budget Committee Budget with correction of \$1,734. Second by B. Holt No discussion. Motion passes with all in favor (4-0).

5. Old Business

General discussion on new tax rate and how this affects different situations.  
Paul LaRochelle representing the Board of Selectmen the next 3 meeting for Reuben Wentworth.

6. Approval of Minutes of November 6, 2019

MOTION by K. Hikel to approve the minutes of November 6, 2019 as presented. Second by B. Holt. No discussion. Motion passes with all in favor (4-0)

7. Public Input - None seen or heard. Public Input closed.
8. Other Business (if necessary). L. Dione noted a month may be too long to wait for applications for the Budget Committee vacancy. One has been received. K. Hikel feels it should be done soon. Review at next meeting on the 21st.
9. Adjournment. MOTION by K. Hikel to adjourn at 7:30 p.m. Second by P. O'Brien. No discussion. Motion passes with all in favor (4-0).

Respectfully Submitted,  
Carolyn Schaeffner, Recording Secretary