

**Budget Committee Meeting**  
**APPROVED Meeting Minutes**  
**November 30, 2017 @ 6:30 PM**  
**Alton Town Hall**  
**1 Monument Square, Alton, NH 03809**

1. Call to order at 6:30 pm

2. Pledge of Allegiance

3. Roll Call

Roger Nelson, Chairman

David Hershey, Member

Andrew Levasseur, Member

Terrence O'Rourke, Member

John Markland, Board of Selectmen Representative, arrived at 7:36 pm

Others: Liz Dione, Town Administrator

Greg Fuller, Absent

Peter Leavitt, School Board Representative

4. Approval of Agenda - MOTION by Terrence O'Rourke to accept the Agenda as presented. Second by David Hershey. No discussion. Motion passes with all in favor.

5. Approval of Minutes - No minutes to approve.

6. Old Business - Roger Nelson requested of the Town Administrator exactly how many full time and part time employees there are for Parks & Rec, Building and Grounds, and Cemetery including any department heads.

7. New Business

Statement of Intent - Roger Nelson

To the public present for this meeting, during Public Input session any public statements or input is to be directed to what is represented on the Agenda for this meeting only.

Review of Town Department Budgets to include:

**a. IT Department/Computer/Telephone (4145)**

Present: Josh Monaco.

Josh Monaco A few of the line, this year he has worked in cooperation with other departments due diligence to make sure they were not overspending, finding solutions with Assessing and in his own department with the on-line back-up system.

Roger Nelson Line 502 Hardware and Server. 5-year average of \$4906, and this year \$5000., why so high?

Josh Monaco noted higher than usual - due to harbor analysis - computers are very outdated. Not performing - behind the curve in some of the models. In 2013 running very behind. Not capable of running software. Replacing new desktop machines only where necessary. Also includes parts with work he does to install upgrades.

Roger Nelson Line 508 - Software Assessing. 5-year average \$7780. 2016 was \$8100 and now jumping to \$14,900.

Josh Monaco - A lot of explanation. Current software for Assessing, in 2020 they will be charged \$20,000 (Vision) to upgrade software. Looked at other vendors. Found 3 to test. Chose Avatar

\$14,900. Need to run Vision and Avatar together to make the change over until up and running.

Roger Nelson why isn't this in Assessing budget?

Josh Monaco Police, Assessing, Fire, Town all software falls under IT Budget.

Roger Nelson Line 540 - telephones.

Josh Monaco paying more last year for phone service. Just phone (desk phones). Up this year, next year implementing e-fax adding several thousand to the line. Operating off of a predictable system. Using TDS billed by the minute. Covers town hall, fire, police, recreation.

Roger Nelson why are these all listed in each of those departments.

Josh Monaco not sure why, he is sure that these monies come out of his budget.

Roger Nelson cell phone question budget to \$5350? Line 560.

Josh Monaco increased for bundling.

David Hershey reiterated on phones listed under all the budgets. Either reduce from departments or from IT.

David Hershey As far as computers and software asked are we currently inhibited based on the equipment.

Josh Monaco yes, we are.

David Hershey overall IT assessment and plan for the future - is there one?

Josh Monaco has an inventory management platform. Using this he can gage what needs to be updated and spent.

David Hershey - goal - stay current, master plan? Checking item lines like the phones, whose budget, no duplications.

Josh Monaco no other departments have excess funds and may go to him. There is no master plan when he came in 2013 goal to get current, after that work on developing a Master Plan.

David Hershey what would be the plan for next year or like a 3-year plan.

Josh Monaco right now, with the phones at \$19,000 includes the services for the phones, and upgrading equipment or adding a new office.

David Hershey does \$19,000 get us current?

Josh Monaco yes, TDS sent a notice that in March cutting P-SAT devises which are fire and public safety. They had no choice but to upgrade. They found another system that was less expensive.

Roger Nelson cell phone - who is covered under cell phones under his department

Josh Monaco computer cell phones - condensed. Police, fire, highway, grounds and maintenance, solid waste, These are all coming out of his budget.

Roger Nelson why would a department buy a computer without his authorization.

Josh Monaco it all goes through him, anything IT related. If a department wants to upgrade they consult him, he does the purchasing and the monies get assigned from the department.

#### **b. Solid Waste Department (4324) Scott sick.**

Solid Waste to be heard on Wednesday, December 6, 2017. First on the list of Departments.

#### **c. Police Department (4210)**

Present: Chief Ryan Heath

Ryan Heath - Had some last minute changes. Combined Animal Control combine to Police. Request for personnel changes and increased the budget slightly. Made the changes on the line. Fulltime and holiday pay line are affected. \$5253. Reflective of a promotion, lateral moves, and all done after the budget.

Roger Nelson new bottom line changed added to bottom line is \$5,253.00 \$1,190,991.00

Ryan Heath personnel changes were approved by the Board of Selectmen and he is asking the Budget Committee to add these lines.

David Hershey merger with the police with animal control?

Ryan Heath no savings - cuts made last year, at roughly 12000 last year. Police are providing the services anyway.

Roger Nelson grant funding

Ryan Heath highway safety grant, specialist enforcement program. Use for big weekends extra police coverage.

David Hershey are we maximizing the access to the grants. And how is the max established

Ryan Heath yes using max amounts, granted amounts based on the town size, demographics, and the office rate.

Roger Nelson line 165

Ryan Heath contract services. A Verizon contract for computer tablet in cars, air cards to run the computers in the cars. Air card is what allows the computer to hook up to the satellite.

Independent with the cellphone services.

David Hershey combine with cell phone service?

Ryan Heath No. This is a government rate for this specific purpose.

Ryan Heath community services. Using a new SRO - teaching DARE to all the classes.

NOTE used this at winter Carnival, school programs,

General discussion on using the different program with other communities. Also getting sponsors.

Question on background checks, every department goes through Police. The criminal goes through FBI. All go through Concord if not for police use. Finger printing is just providing the service and they are all sent to FBI. More other towns using live scan. Alton still using ink. Very pricey approx. \$18,000 and additional maintenance contract for \$1100 per year. No charge for the finger print.

#### **d. Emergency Management (4316)**

Present: Chief Ryan Heath

Ryan Heath pretty straight forward.

No questions or comments.

#### **e. Street Lights (4316)**

Present: Liz Dione, Town Administrator

David Hershey asked if the lights are primarily - LEDs? Any plan for replacement

Roger Nelson that is the decision of the electric company. They own the equipment

#### **f. Benefits (4155)**

Present: Paulette Wentworth

Paulette Wentworth longevity checks for department heads. Down this year for health insurance due to Biometrics participation brings costs down. Buy out pay - department heads only.

#### **g. Insurance (4196)**

Present: Paulette Wentworth

Claims are fixed.

General discussion on deductible amounts.

#### **4153- Legal**

Present: Liz Dione

Liz Dione noted the Selectmen reduced the budget

Unlimited legal services - retainer.

#### **4583 - Patriotic**

Present: Liz Dione

Liz Dione noted this department is level funded.

**4723 Short Term Debt**

Present: Liz Dione.

No discussion.

8. Public Input. None seen or heard.

9. Other Business

a. Warrant articles will be ready for December 6 meeting.

b. Update Agenda to remove Warrant Articles from December 7. Finalizing the Budget on December 7. Should be the only item on the Agenda.

c. January 11 is public hearing on the budget. 6:30. at town hall. Includes warrant articles.

10. Adjourn at 7:55 pm. MOTION by David Hershey to Adjourn at 7:55. Second by Terrence O'Rourke.  
Motion passes with all in favor.

Respectfully submitted,  
Carolyn Schaeffner, Recording Secretary