

Alstead Advisory Budget Committee Minutes for the February 8, 2017 meeting

Members in attendance:

Chris Hansen
Marge Noonan
Carol Reller
Priscilla Sawa
Juliana Stevens
Sam Sutcliffe
Barbara Viegener
Mary Ann Wolf

Also present:

- no rep from SB

Review agenda and minutes, action items from previous meeting

The minutes from the February 1, 2016 meeting were approved. (8/yes, 0/no, 0/abstentions)

Recommendations on warrant articles

- #2 - (8/yes, 0/no, 0/abstentions)
- #3 - (8/yes, 0/no, 0/abstentions)
- #4 - (6/yes, 0/no, 2/abstentions)
- #5 - (4/yes, 0/no, 4/abstentions)
- #6 - (4/yes, 0/no, 4/abstentions)
- #7 - (8/yes, 0/no, 0/abstentions)
- #8 - (8/yes, 0/no, 0/abstentions)
- #9 - (8/yes, 0/no, 0/abstentions)
- #10 - (8/yes, 0/no, 0/abstentions)
- #11 - (1/yes, 0/no, 7/abstentions)
- #12 - (5/yes, 0/no, 3/abstentions)
- #13 - (7/yes, 0/no, 1/abstentions)
- #14 - (6/yes, 1/no, 1/abstentions)

Communications

Quarterly report – we revised the 2016 Q1 report and voted to accept it as edited for the 2017 Q1 report. (7/yes, 0/no, 1/abstentions)

Overview of the year

Recommendations for a better process:

- Track changes as they are made on line items and warrants.
- Assist the SB in utilizing the planning calendar. Consider adding incremental milestones in the last three months of the year, **such as drop-dead dates for budget and warrant changes.**

Recommendations for better communication and information sharing:

- Be sure warrants and budget are posted according to DRA deadlines at the town offices and are available on FB and on the town's webpage.
- Be sure that AABC and all department heads are aware of all meetings and working sessions on the budget.
- Make available all info re assets (UFB, unpaid taxes, CRF's etc.) when considering warrant articles.

Recommendations for clearer policies:

- **Ensure that the SB defines and follows a lease/purchase policy when creating warrant articles.**
- Make sure we adhere to the CIP and road paving plan or know the reason why.

Recommendations for research:

- Check with town lawyer (Bernie Waugh) regarding how to interpret the Vilas Pool will and how to calculate the **3% cap.**

Recommendations for 2018 warrant articles:

- **Ensure that the SB creates** a 2018 warrant for cemetery \$ for maintenance projects etc. revolving fund.
- Remember that the cruiser lease could be paid for with the UFB.

Action items

- Priscilla will send the 2017 quarterly report to the committee.
- Chris will send the quarterly report and our vote tallies to the Selectmen.
- Chris will follow up with Glenn about helping Dave with the prioritized building maintenance list.
- Mary Ann will follow up with Jesse about ambulance billing.

Next meeting

- Bernie Waugh will be at the Town Offices 2/16/17 at 6 pm to discuss the changes to municipal laws. Everyone is welcome to attend.
- AABC will meet March 1, 2017 at 6:30.

Agenda items for next meeting

Punch list items: budget review, town employee job descriptions, building maintenance, transfer station, CIP and Bragg Lane.

Building maintenance list:

Discuss and define our summer priorities.

Submitted by Priscilla Sawa