

Town of Alton

Budget Committee Meeting
Minutes

April 25, 2006

APPROVED

Present: Stephen Miller; Laurie Boyce; Virgil MacDonald; William Curtin;
Krista Argiropolis (Secretary)

Absent: Elizabeth Dominick; Steven Mahon (Alton Selectmen Representative);
Lynda Goossens (Alton Central School Board Representative)

I. Call To Order

The meeting was called to order at 6:40 PM by Mr. Miller.

II. Introduction of New Members

Elizabeth Dominick is the newest member of the Budget Committee, but was unable to attend the meeting. Mr. Miller stated that Ms. Dominick will be serving a three year term on the Budget Committee.

The Committee discussed the possibility of the appointment of a different Alton Selectmen Representative, as Mr. Mahon is not available to be present at the regularly scheduled Budget Committee Meetings. Mr. Miller will be checking into the availability of another Alton selectman to attend the Budget Committee Meetings.

III. Old Business

The Committee discussed sending out letters of recognition and plaques to former Budget Committee Members, as appropriate. Mr. Miller will be writing the letters and presenting them at a future meeting.

IV. Approval of Minutes

The previous Budget Committee Meeting Minutes were not available for approval.

V. Election of Chairman and Vice Chairman

Ms. Boyce nominated Mr. Miller for the Chairman position. Mr. Curtin seconded the motion for the appointment of Mr. Miller to the Chairman position. The motion was unanimously accepted. Mr. Miller accepted the Chairman position for the Alton Budget Committee.

Ms. Boyce nominated Mr. Curtin for the Vice Chairman position, and Mr. MacDonald seconded the motion. The motion was unanimously accepted. Mr. Curtin accepted the Vice Chairman position for the Alton Budget Committee.

VI. To Hire A New Keeper and Transcriber of the Minutes

Mr. Miller nominated Krista Argiropolis as the new Keeper and Transcriber of the Minutes and Mr. MacDonald seconded the motion. The motion passed unanimously.

The committee discussed the scope of duties with Ms. Argiropolis, who will book the meeting locations, transcribe the meeting minutes in a timely fashion, and work with the Town Hall personnel to insure the meeting minutes are available to the public.

The committee discussed and agreed upon the dates of future meetings: May 9, 2006; June 13, 2006, August 15, 2006; September 12, 2006. The committee agreed not to meet during July 2006. The committee agreed to review and schedule the remaining meetings for the year at a future meeting. Ms. Argiropolis will be booking the meeting room in the Town Hall.

VII. New Business

Mr. Miller will be getting an End of Year balance from the Town of Alton and the Alton School District for the committee to review at a future meeting.

The committee reviewed the Town of Alton Actual and Budgeted Expenses and Encumbrance report for March 2006. The Committee reviewed the town department areas of: General Government; Budget Committee; Town Clerk; Tax Collector; Election and Registration; Legal; Benefits; Planning Department; Code Officials/Building Inspector; Assessing Department; Parks and Recreation – Grounds and Maintenance; Cemetery; Insurance; Police Department; Fire Department; Emergency Management; Highway Department; Street Lighting; Solid Waste Operations; Water Department; Animal Control; Welfare Department; Recreation Department; Library Department; Gilman Museum; Conservation Commission; Special Articles; Miscellaneous; Recreation Revolving Fund; and Hazardous Waste.

The committee discussed expenses that have exceeded budget. Mr. Miller will meet with Russell Bailey, Selectmen Town Administrator, for more information and an explanation of expenses on the following:

- Parks and Recreation, Town Hall Fuel (Account# 1-4194-304) – (\$3,521.10)
- Parks and Recreation, Rec Fuel (Account# 1-4194-374) – (-\$342.82)
- Miscellaneous; Control Account – No Lead (Account# 1-5000-508) – (-\$3,599.87)
- Miscellaneous; Memo – B & M Railroad (Account #1-5000-564) – (-\$760.00)
- Miscellaneous; Memo – CR Library Elevator (Account #1-5000-903) – (-\$2,548.41)

The committee discussed the petty cash accounts and ambulance account listed under the Miscellaneous category in the report and inquired as to why these items were not listed with their respective departments. Mr. Miller will meet with Mr. Bailey to discuss the Budget Committee's questions, as well as the expenses that were discussed. Mr. Miller will report his findings at the next Budget Committee meeting.

Mr. Curtin will investigate the following Water Department expenses: Water Office Supplies (Account# 1-4331-131) – (-\$104.99); Water Meter Program (Account# 1-4331-609) – (-\$2,366.88); and Water Testing (Account# 1-4331-618) – (-\$40.00). Mr. Curtin will report his findings at the next Budget Committee meeting.

The committee reviewed the Alton School District Financial Statement (unaudited), dated April 10, 2006, for June 2005 though April 7, 2005. The committee reviewed the format of the reports and agreed that a format similar to what the Town of Alton uses to report their finances would be easier to understand. Mr. Miller stated that he would request a change in the format of the school district's report, so that they would be formatted similar to the Town of Alton report. The committee discussed the difference in the school district's fiscal year calendar. Ms. Boyce confirmed that the school fiscal year begins on July 1 and ends on June 30.

The committee discussed the Alton School District budget items that have exceeded budget. Mr. Miller will meet with Mr. Tanguay, Superintendent, Alton School District, to discuss the following items:

- Athletics (Function# 1420) (-\$6,635)
- Library and Media (Function# 2220) (-\$3,349)
- School Board (Function# 2310) (-\$7,557)
- Business Services (Function# 2510) (-\$15,009)
- Building Maintenance (Function# 2600) (-\$14,181)
- Transportation Basic Contract (Function# 2721) (-\$15,930)
- Transportation Special Education (Function# 2722) (-\$2,776)
- Transportation Athletic and FT/Surcharge (Functions# 2724 and 2725) (-\$3,159)
- Professional Services – Audit (Object# 53310) (-\$19,765)
- Professional Services (Object# 53230) (-\$6,836)
- Outside Consultants (Object# 53900) (-\$11,002)
- Transportation (Object# 55190) (-\$15,101)
- Senate Bill Two (Object# 53410) (-\$3,750)
- Fuel Oil (Object# 56240) (-\$40,744)
- Gasoline (Object# 56260) (-\$6,678)

Mr. Miller reported that he estimated that the Alton School District's budget would end at approximately three percent above the amount budgeted. He stated that he felt this was a large overestimation and would discuss this with Mr. Tanguay when they met. Mr. Miller will report his findings at the next Budget Committee meeting.

Mr. Miller asked the committee if they had any questions about the school district report. There were no questions.

Mr. Miller asked the committee if there was any additional New Business. The committee did not include any additional New Business. All areas were felt to be covered.

VIII. Public Input

There was no public present at the meeting to solicit input.

IX. Adjournment

Mr. Miller asked for a motion of adjournment. Ms. Boyce made a motion to adjourn and Mr. Curtin seconded the motion. The motion passed unanimously.

The Budget Committee Meeting adjourned at 8:21PM.

The next Budget Committee Meeting will be held on May 9, 2006.

Respectively Submitted,

Krista A. Argiropolis
Keeper and Transcriber of Minutes