

Town of Alton

Budget Committee Meeting
Minutes

May 9, 2006

Present: Stephen Miller; Laurie Boyce; Elizabeth Dominick; Krista Argiropolis (Secretary)

Absent: Virgil MacDonald; William Curtin; Steven Mahon (Alton Selectmen Representative);
Terri Noyes (Alton Central School Board Representative)

I. Call To Order

The meeting was called to order at 6:43 PM by Mr. Miller.

II. Roll Call/Attendance

Mr. Miller stated that since there were three of the five members of the Budget Committee were in attendance that they constituted a quorum, which is required for an official meeting.

Mr. Miller reported that he spoke with Cydney Johnson, Alton Central School Board Chair, and Normand Tanguay about the Alton Central School Board representative, who would be decided at the school board meeting that was held on May 8, 2006. It was found that Terri Noyes will be the representative.

III. Approval of Minutes

The Budget Committee reviewed the Meeting Minutes from the April 25, 2006 meeting, as submitted by Ms. Argiropolis. Ms. Boyce made a motion to accept the minutes and Mr. Miller seconded the motion. Mr. Miller and Ms. Boyce voted in favor of accepting the Meeting Minutes from the April 25, 2006 meeting. Ms. Dominick abstained from voting, as she was absent from the meeting. The meeting minutes were accepted.

Ms. Argiropolis reported that she has confirmed the booking of the meeting room in the Town Hall for future meetings. She also reported that the dates of the futures meetings have been posted outside the doors of the Town Hall for the public to read. She stated that she will follow-up with Lisa Waterman, Town Clerk, to have the approved meeting minutes posted on the Alton website and made available in the Town Hall for the public. She will also work with Ms. Waterman to update the Budget Committee webpage.

IV. Old Business

Mr. Miller reported on his findings from the action items of the April 25, 2006 Budget Committee meeting. Mr. Miller stated that he spoke with Mr. Bailey about many of the items but that he did not have a complete report at this time.

Mr. Miller reviewed his findings with the Budget Committee: End of year balances distributed in December 2005 expenditure report. Mr. Bailey will provide a copy to the Budget Committee for review at the next meeting.

Dues and fees were discussed with Mr. Bailey who explained that most expended in first quarter.

The Planning Department account for Contracted Services was found to have hired a part-time planner from an agency and needed to pay agency a few months before hiring. Mr. Miller explained that a search agency had to be paid per a contract that was established with them to find a part time planner for the town and this was not a planned expense.

Mr. Miller reported that he discussed the fuel issue with Mr. Bailey, who will provide an analysis for review. Mr. Miller stated that he felt that the more fuel-intensive departments, such as the Highway Department, was better at projecting fuel expenses. Mr. Miller reported that the Cemetery department's part-time wages were placed on the wrong line due to a clerical error.

The Highway Department delineation was reviewed and it was found that the wetland permits were required from on-going repair budget. Mr. Bailey will check that it was allocated in the right line. Mr. Miller reported that Ken Roberts had said that there was an increase in the amount of wetland permits and that Mr. Roberts would be check the permits line by line.

Mr. Miller reported that the Library elevator expense was due to water found in the sub floor during construction.

The ambulance account of (\$13,558) was reviewed and was found to be placed in a control account but will be offset be revenue when has been received.

The B&M railroad account of (\$2000) was found to be a control account for expense prior to offset by authorized donation from town.

Mr. Miller stated that he would follow up at the next Budget Committee meeting with his additional findings.

Mr. Miller reported that he would follow-up at the next Budget Committee meeting about the plaques and letters that were discussed at the April 25, 2006 meeting. He asked the committee if there were any questions about the March 2006 town expenses report. The Budget Committee felt that all areas were covered.

V. New Business

The committee reviewed the Town of Alton Actual and Budgeted Expenses and Encumbrance report for April 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 or may exceed budget before the end of the fiscal year. Mr. Miller will meet with Russell Bailey, Selectmen Town Administrator, for more information and an explanation of the amount remaining on the following accounts:

- General Government: Printing/Signs (Account# 1-4130-181) – (-\$692.13)
- General Government: New Equipment (Account# 1-4130-201) – (\$587.04)
- Town Clerk: Computer Expense (Account# 1-4132-162) – (\$1,302.00)
- Election and Registration: Printing/Signs (Account# 1-4140-181) – (\$1,055.50)
- Planning: Advertising (Account# 1-4191-183) – (\$4,917.57)
- Planning: Contracted Services (Account# 1-4191-184) – (-\$4,213.61)

Assessing: Copy Machine (Account# 1-4193-163) – (-\$89.56)
Assessing: Contracted Services (Account# 1-4193-184) – (\$517.00)
Assessing: Vehicle Maintenance (Account# 1-4193-207) – (-\$12.96)
Cemetery: Building Fuel (Account# 1-4194-304) – (\$171.67)
Police Department: Over Time Wages – Cops (Account# 1-4210-021) – (\$21,658.17)
Police Department: Computer Expenses (Account# 1-4210-162) – (\$5,443.39)
Police Department: Building Expense (Account# 1-4210-309) – (\$2,223.32)
Fire Department: Computer Expenses (Account# 1-4220-162) – (\$2,192.38)
Highway Department: Over Time Wages – Road Crew (Account# 1-4312-012) – (\$13,502.11)
Highway Department: General Expense (Account# 1-4312-139) – (\$4,486.38)
Solid Waste Operations: Office Supplies (Account# 1-4324-131) (-\$750.00)
Water Department: Meter Program (Account# 1-4331-609) (\$687.23)
Recreation Department: Computer Expense (Account# 1-4520-162) – (\$103.07)
Library: Computer Expense (Account# 1-4550-162) – (\$982.00)

Mr. Miller requested an explanation from the head of the Parks and Recreation Department about the fuel expenses for the year and how the department was planning to pay for the upcoming expenses. He stated that he felt that due to the fuel expenses, he expected the department to be over budget by year-end.

Mr. Miller stated that he felt the Computer Expenses that were reported by many of the town departments may have to do with a new computer software program that the departments had to implement, but stated that he would check with Mr. Bailey to be certain.

Mr. Miller reminded the committee that the accounts which had no money listed in the Current Year Budgeted column (\$0.00) was listed to keep the accounts open.

Mr. Miller asked the committee if they had any questions about the Town of Alton Actual and Budgeted Expenses and Encumbrance report for April 2006. There were no questions.

There was no school finance reports available to review.

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.

VI. Public Input

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

VII. Adjournment

Ms. Boyce made a motion to adjourn and Mr. Miller seconded the motion. The motion passed unanimously.

The Budget Committee Meeting adjourned at 8:03PM.

The next Budget Committee Meeting will be held on June 13, 2006.

Respectively Submitted,

Krista A. Argiropolis
Keeper and Transcriber of Minutes