

***BRISTOL BUDGET COMMITTEE  
MEETING MINUTES  
September 13, 2010***

***PRESENT:***

Shaun Lagueux-Chairman, Paul Simard-Vice Chairman, Barbara Greenwood, Dave Carr, Dorcas Gordon, Dan Arseneau, Jon Thouin, Ron Preble, Tom Keegan, Jeff Shackett, Ashley Dolloff, Bob Dudley, Wendy Costigan

***OTHERS PRESENT:***

Town Administrator Michael Capone

***CALL TO ORDER:***

Chairman Lagueux called the meeting to order at 7:00pm.

***REVIEW OF MINUTES:***

The meeting began with a review of the minutes from August 9, 2010; Ms. Greenwood made a motion to accept the minutes as written and was seconded by Vice-Chairman Simard. Chairman Lagueux called for a voice vote with 12 in favor and one abstention.

***OLD BUSINESS:***

Sub-Committees:

Chairman Lagueux asked the Vice-Chairman to discuss the guidelines and rules that the sub-committee presented at the August meeting. Vice Chairman Simard stated that the intent is to provide written rules of procedure. It is understood that the Chairman has the authority to run each meeting as he feels is proper and in the best interest of the committee. He asked the members for any comments or questions. Mr. Keegan inquired about #12, which states: "all members shall attend to their duties, and no member shall be absent from service unless the member has leave granted by the Chair." Mr. Keegan asked what if the Chairman is unavailable. It was answered that the Vice-Chairman would be the next person to be notified.

Item #4 had the most discussion. It states: "The Chairman shall not be called on to vote unless the vote would be decisive. If the vote is tied after the Chairman has voted, the question shall be lost." After a brief discussion by several members Chairman Lagueux concluded that other Chairmen in the various town departments vote on all the items. He will be voting on each item as well. To clarify this matter an amendment to this item #4 was made to read: The Chairman shall be a voting member. The amendment was made by Vice-Chairman Simard and seconded by Mr. Preble. This was passed with a unanimous vote.

Items #4 and #11 were discussed briefly. Mr. Shackett made a motion to accept the Rules of Procedure as amended and Vice-Chairman Simard seconded the motion. This passed with a unanimous vote.

Mr. Thouin commented on the information packet that the sub-committee is compiling. It is a project still in the works. He has researched the RSA's and is putting together a listing of the ones that would be helpful to the Budget Committee. Chairman Lagueux suggested that Mr. Thouin meet with Town Administrator Capone for some assistance.

## ***NEW BUSINESS:***

### **Budget Questions:**

Vice-Chairman Simard asked Town Administrator Capone a few questions regarding the expenses of July & August. He questioned the property tax information and wanted to know where we stand with the tax revenues. Town Administrator Capone will look into this.

He also questioned the recent expenditure of money coming from the contingency fund rather than the department. Vice-Chairman Simard asked if the money comes from the contingency fund first or from the department? Town Administrator Capone replied that it is up to the Selectmen how the money is spent.

Mr. Keegan questioned the expense line regarding the Radio Tower Custodian (01-4194-190). He asked why this budgeted amount and why the payment. Town Administrator Capone will look into it.

Mr. Carr stated that based on last years interviews it is his understanding that the departments do not do a cost analysis on the rolling equipment. He explained that this analysis would tell how efficient a vehicle is to run and would help with determining which should be replaced next. Mr. Carr asked if there is a log kept for each vehicle showing fuel and repair expenses. In reply it was determined that at the State shed a log is kept but not within the Town.

## ***OTHER BUSINESS:***

### **Member Comments:**

Chairman Lagueux asked Town Administrator Capone if the Police Department is patrolling Profile Falls. Town Administrator Capone replied that yes they patrol about twice a day and are compensated through Federal Government about \$8000.00 annually for this. It is included in the budget detail line item.

Chairman Lagueux also stated that Ray Courchaine has added the actual video of the Budget Committee meetings to the Town's website.

With regrets the Chairman accepted the resignation of Mr. Dudley as a committee member. Mr. Dudley will be moving to Alexandria. All members of the Budget Committee must reside in Bristol. Chairman Lagueux thanked Mr. Dudley for his service to the Town. He asked Mr. Courchaine to post the opening on the website, television, and on the Town Board. It is the desire to vote on a new member at the next October Meeting.

The schedule was handed out to the members and after a brief discussion it was noted that any of the smaller departments not listed could be added to the November 8 meeting.

Next Meeting:

The next meeting will be October 4, 2010 at 7:00 pm. CIP projects and the Department Budgets will be distributed.

ADJOURNMENT:

Vice-Chairman Simard made a motion to adjourn the meeting, seconded by Mr. Preble. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Emily Hemingway  
Recording Secretary