

**BRISTOL BUDGET COMMITTEE**  
**MEETING MINUTES**  
**October 18, 2010**

**PRESENT:**

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

**OTHERS PRESENT:**

Town Administrator Michael Capone; Fire Chief Steve Yannuzzi;  
CIP Chairman Murray Campbell, David Hill, Selectman Don Milbrand

**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 October 4, 2010; Mr. Preble made a motion to accept the minutes and was seconded by Ms. Greenwood. Mr. Thouin requested a change in the wording on page 2. Chairman Lagueux called for a voice vote to accept the minutes as amended, which passed unanimously.

**OLD BUSINESS:**

Sub-Committees:

Mr. Thouin commented that the information booklet is drafted and currently being reviewed by Vice-Chairman Simard and Ms. Greenwood. When the review is complete Mr. Thouin will send a copy of this lengthy document to each member through his or her email address.

**NEW BUSINESS:**

FIRE DEPARTMENT:

Fire Chief Yannuzzi was welcomed to the meeting and asked to present the Fire Department budget highlights and explain any areas that he felt may need it.

Chief Yannuzzi began with noting a change in line item 411 Heating Oil – this item will be increased to \$9480 because at the time the budget was prepared the “lock in” price had not been set. He also stated that line 395 Lakes Region Fire Dispatch – will likely change but he is not sure at this time what the budgeted amount will be.

Replacing the 2000 Ford Ambulance was the next item of discussion. Fire Chief Yannuzzi explained that the existing box could be moved onto a new chassis. However,

the new chassis costs about \$120,000 and they cannot determine if the box is in good shape to be moved. Once it is removed from the old chassis it may be rusted or damaged making it impossible for it to be of use. If it is determined that the box could be transferred then it would only be given a 2 year warranty. The Fire Chief has received an estimate for a new Chevy diesel-fueled van type of ambulance of \$150,000. Fire Chief Yannuzzi explained to the Budget Committee that the best value for the Town's money would be to purchase the new van ambulance.

The total amount for the Fire Department shows an increase of almost \$89,000. Fire Chief Yannuzzi explained most of this amount is from payroll and insurance increases.

Line 810 – Tools/Equipment shows and increase of \$7900. This item was not funded last year and there are tools needing replacement or repair. These include but are not limited to: hose bed dividers, nozzles, and portable-generator, backpack cleaner and other similar items.

Line 812 – EMS Equipment has an amount of \$3000. This item was not funded last year. Some equipment is 15 years old and needs replacement. Other items need to be replaced for infectious control. This would also include placing a small refrigerator in the ambulance for the prescription drugs they use. Keeping the prescriptions refrigerated extends the shelf life for several months.

Line 814 – Protective Equipment has an increase of \$3000. The Fire Chief is rotating old equipment out and replacing with new equipment. This would also be used to bring equipment up to code requirements.

Line 817 – Radio Equipment has an increase of \$1380 to purchase 5 pagers.

Line 430 – Maint/Repair has a \$3000 increase. This item was not funded last year. Fire Chief Yannuzzi stated that this line item is for the repair and maintenance of equipment.

Line 432 – Station Maintenance has several items that need immediate attention. The Fire Chief expressed a need to place safety beams at 3 of the 5 doors. (Leaving two for next years budget) Currently, the doors do not stop until they hit the floor. This has damaged a fire truck and has the potential to injure someone. There are areas of general maintenance that need to be done on the building to keep it in good shape. Some of these items could be done in house other items he would seek outside help.

Fire Chief Yannuzzi also stated that an area that needs to be addressed, perhaps not this year but in the near future, is the heating system. The boiler is fine but it only has one zone. This leaves some parts of the station very cold and other areas very warm. Two zones would be better and would probably help with the overall cost of heating.

Line 664 – Engine Four: Chairman Lagueux questioned the amount is lower than previous years. The Fire Chief stated that this was due to the maintenance that was made on it and if the truck continues to receive this maintenance it should give us the expected life span.

Line 350 – Medical Expenses has an increased amount of \$4300. Fire Chief Yannuzzi explained that NFPA requires all members of the department are to have physicals that meet NFPA standards. Vice-Chairman Simard asked if we are providing health insurance, wouldn't that cover these physicals. After a brief discussion, Town Administrator Capone agreed to look into the matter and find out if this type of physical would be covered.

Line 195 – Administrative Assistant has an increase. The Chief stated that in the past this item was shared with other departments. But she only works for the Fire Department. This is a part-time position but the work she does is valuable to the department and to the Fire Chief.

Line 192 – Part Time Coverage is down from previous years. The extra summer time help is not funded and the extra weekend coverage is not needed.

Line 140 Overtime & Line 141 Holiday – The Board members and the Fire Chief had a brief discussion regarding these line items. Mr. Shackett asked Town Administrator Capone to find a reasonable explanation on how this is used and to show how it is saving us money.

Line 434 – SCBA Maintenance, Mr. Chevalier asked if this was a contracted item. Fire Chief Yannuzzi stated that it was.

The Board members asked the Fire Chief questions at this time. Mr. Carr questioned the increase in Line item - 190 Call Payroll. It is a result of the 1-1/2% pay increase. A brief discussion followed regarding this pay increase and the Fire Chief stated that he understood. However he reminded the Committee members that his contract states he should receive a 3% increase. He has decided that he will get the same increase or not as his staff. He cautioned that eventually a cost of living increase will have to be made and it is better to give small increments annually than to have a large increase amount at one time.

Mr. Carr questioned the line item 198 accrued benefits (existing reserve). Town Administrator and Mr. Carr agreed to meet and discuss this line item.

Town Administrator Capone reminded the Committee members that this is a beginning budget and the line items numbers will change. Fire Chief Yannuzzi requested that when the Budget Committee determines an amount for the Fire Department he is given the opportunity to make the line item changes to meet that total amount. He also stated that he runs a tight ship and keeps a close watch on his budget. He understands that this is not his money but the Town's money he is working with.

Mr. Thouin asked about the CIP items. They include the replacement of Ambulance One, and purchasing a generator that could run the station in case of a power loss. (The fire station is the Emergency Operation Center in case of a disaster.) The paving of the parking lot will be added into any paving plans with the Highway Department.

#### **FORESTRY:**

There is an overall increase to cover the cost of replacing protective clothing, providing vehicle maintenance and purchasing new tools and equipment. Fire Chief Yannuzzi stated that this number will probably change.

#### **EMERGENCY MANAGEMENT:**

No increase from previous year.

#### **OTHER BUSINESS:**

Member Comments:

Vice-Chairman Simard stated that the library will be working on a new design for the building. The current design places the building within the flood zone and permits will not be given. Ms. Greenwood added that a charrette is being planned for November 13 at the Fire Department. She is hoping that many residents and business owners will attend and give their input into the library design.

Town Administrator Comments:

Town Administrator Capone asked how the Budget Committee wanted updated budgets given to them and how did we prefer the CIP items included? Chairman Lagueux stated that he would prefer the CIP items be included with each department's budget. It was also determined that revised budgets could be sent with the monthly expenditures.

Next Meeting:

The next meeting will be October 25, 2010 at 7:00 pm. The Budget Committee is scheduled to meet with representatives from the Highway Department and Solid Waste. The Town Clerk/Tax Collector will also present her budget.

**ADJOURNMENT:**

Vice-Chairman Simard made a motion to adjourn the meeting, seconded by Mr. Chevalier. Meeting adjourned at 8:30 pm.

Respectfully submitted,

Emily Hemingway  
Recording Secretary