

*APPROVED AS AMMENDED
AT THE BRISTOL BUDGET COMMITTEE MEETING 11/1/2010*

***BRISTOL BUDGET COMMITTEE
MEETING MINUTES
October 25, 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, Wendy Costigan, Mark Chevalier, Tom Keegan

OTHERS PRESENT:

Town Administrator Michael Capone; Mark Bucklin for the Highway Department; Raymah Simpson, Town Clerk/Tax Collector

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 18 2010; Vice Chairman Simard made a motion to accept the minutes and was seconded by Mr. Chevalier. A voice vote accepting the minutes as written was passed.

OLD BUSINESS:

Sub-Committees:

Mr. Thouin commented that the information booklet is finished and will be sent to the committee members.

NEW BUSINESS:

TOWN CLERK/TAX COLLECTOR:

Chairman Lagueux welcomed Raymah Simpson to Budget Committee and asked her to present the budget for the Town Clerk/Tax Collector.

Ms. Simpson gave an overview of the line items that had changed or needed explanation.

TOWN CLERK:

Lines 4140-110 & 130 - show an increase due to the 1 ½% proposed pay raise.
Line 4140-131 Supervisors Check List: Includes funding for the purging of the checklist.

Line 4140-191 Ballot Clerks: Expenses for 4 ballot clerks and 1 election
Line 4140-291 Voting Machine: purchase a new voting machine (includes warranty)

Line 4140-342 – Computer Support: This is a contracted amount. If the proposed software is approved then this line item might change but not sure how much.

Line 4140-625 – Postage: The increase covers the mailing of various reminders and bills.

Line 4140-690 – Dog License: In answer to a question from Vice Chairman Simard the dog licenses and tags need to be renewed annually.

Line 4140-300 – Restoration Records: Mr. Keegan asked what the restoration of records was. Ms. Simpson replied that the old tax record books dating back to the late 1800's need to be preserved. At a cost of \$2000 per book the books are sent away and restored and preserved. It is something that needs to be done but not in the budget this year.

TAX COLLECTOR

Line 4150-342 – Computer Support: Contracted Item with BMSI & Certified

Line 4150-390 – Recording Fee: This item is down but Ms Simpson feels it is a reasonable amount.

Line 4150-391 – Tax Sale & Tax Lien: Includes research for tax liens and tax sales.

Line 4150-561 Meetings & Memberships: Covers the expenses to attend the Tax Collector Conference.

Line 4150-625 – Postage: Includes postage for reminders and tax bills.

Chairman Lagueux thanked Ms. Simpson for coming and then welcomed Mr. Mark Bucklin from the Highway Department to present that budget.

HIGHWAY DEPARTMENT:

Mr. Bucklin highlighted the line items in the budget:

Lines 4311-110 to 117: Shows the 1-1/2 % pay raise

Line 4311-112 is down because the operator resigned and a new one hired.

Line 4311-142 Call Pay: is down because it was determined that this is needed for the winter months.

Line 4311-292 Uniforms: shows a slight increase for the uniforms

Line 4311-140 Overtime: Vice Chairman Simard asked about this item. Mr. Bucklin explained that if possible time off is given to offset the overtime; but only if the trucks are ready in anticipation of the next storm.

Line 4311-390 Contracted Tree Removal: This covers the expense of hiring a firm to cut down trees that the Highway Department is not able to do.

Line 4311-391 Training: This training is needed and beneficial.

Line 4311-392 Line Painting: This covers the expense of painting the crosswalks that are permitted by the State.

Line 4311-571 Rental for Mower for Roadsides: In the past a sickle bar mower attachment has been rented. Mr. Bucklin would like to purchase one. When renting one, it is not always available when needed.

Line 4311-411 Heating Oil: It was noted that nothing is allotted for heating oil. Mr. Bucklin said the use of the waste oil boiler is enough to heat the building.

Line 4311-631 Sidewalks: Mr. Bucklin stated that sidewalks is an area that needs more done with it, but money is not readily available. He is looking at some options and is anticipating some funding with the safe routes to school.

Mr. Bucklin concluded his presentation with an overview of the equipment line items.

Town Administrator Capone discussed the line item 4311-198 and why it was reduced to zero.

Line 4311-210 Health Insurance: The amount is lower because of the change in the employee status. Town Administrator Capone stated that they are looking at some ways to modify the current plan. This is a line item that is difficult to budget because the price changes halfway through the year. In response to a question Town Administrator Capone stated that town employees pay 5% of the health benefit.

Line 4312-360 Drainage Projects: At Cummings Beach a storm water mitigation project is being considered and might be a warrant article. Town Administrator stated that all the permits are in place and if approved at the Town Meeting this project could start in the spring.

Line 4312-390 Resurfacing Roads: Mr. Bucklin gave a list of the roads that he would like to resurface the year. Danforth Brook Road would be a complete reconstruction and Smith River Road would receive a chip seal treatment.

Line 4319-430 Bridges: Mr. Bucklin stated that the maintenance of the Center Street Bridge is shared with New Hampton. They will seal it and the Town of Bristol sweeps and cleans it.

SOLID WASTE:

Line 4324-362 Construction & Demo Disposal: This item is offset by revenue but not quite enough to cover the costs.

Line 4324-366 and 367: Mr. Bucklin replied to committee member that tipping is the cost of removing the solid waste and hauling is the company that hauls the material away.

CIP ITEMS:

One of the items is to replace the F450 with an F350 pickup with plow. This truck would be used to plow the Elementary School in the winter and to be used at the beach in the summer. It was asked if the town is reimbursed for plowing the school and it currently is not. Mr. Bucklin explained that years ago every town had an elementary school and each town would be responsible for the plowing. However, that is no longer the situation and he will be requesting the cost of this school plowing be included in the school's snow removal along with the other schools in the district.

The CIP has suggested that a set amount be placed in capital reserve towards the purchase of a 6-wheel dump truck in 2013.

This concluded the budget presentation with Mr. Bucklin. Chairman Lagueux thanked Mr. Bucklin for coming.

OTHER BUSINESS:

Member Comments:

Vice-Chairman Simard asked Town Administrator Capone if the town was reimbursed by the school district for any police or fire department coverage. Currently we are not but he will be looking into it.

Mr. Preble wanted to thank Fire Chief Yannuzzi for getting the requested material to the Committee members.

Town Administrator Comments:

Town Administrator Capone asked if there were any questions regarding the proposed appraisal software that CIP recommends. Mr. Shackett would like to see if there are any other software options. He believes Avitar has a good package but would like to compare with other software packages.

Next Meeting:

The next meeting will be November 1, 2010 at 7:00 pm. The Budget Committee is scheduled to meet with representatives from Water and Wastewater Departments.

ADJOURNMENT:

Vice-Chairman Simard made a motion to adjourn the meeting, seconded by Mr. Preble. Meeting adjourned at 8:15 pm.

Respectfully submitted,

Emily Hemingway
Recording Secretary