

*APPROVED AS WRITTEN
AT THE BRISTOL BUDGET COMMITTEE MEETING 11/8/2010*

***BRISTOL BUDGET COMMITTEE
MEETING MINUTES
November 1, 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; Jeff Chartier for the Water/Wastewater Department

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 25 2010; Ms. Gordon made a motion to accept the minutes and was seconded by Ms. Greenwood. Mr. Thouin amended the minutes and a voice vote accepting the amended minutes was passed.

OLD BUSINESS:

Chairman Lagueux stated Mr. Thouin is condensing some new material for the information packet.

It was noted that at the last meeting the Town Manager stated that town employees pay 5% for their health insurance. Town Manager Capone notified the Chairman that the amount is actually 7%.

NEW BUSINESS:

SEWER DEPARTMENT:

Chairman Lagueux welcomed Jeff Chartier to the Budget Committee and asked him to present the budget for the Sewer and Water Departments.

SURPLUS:

Line 4324-900 Surplus Transfer to Capital Reserve: Mr. Chartier explained that this money is placed in a capital reserve account for future purchases.

Lines 4324-905 – Tax Map Overlay: This will update the software and add the water and sewer line locations on the Cartographic program.

Line 4324-925 – Garage: Mr. Chartier stated that the new shop needs a new boiler. This item will be shared with the water department. He is currently getting prices for a boiler.

OPERATING:

The payroll lines show the 1-½ % increase that is proposed for all town employees.

Line 4326-131 -- Clerk of Works: This line item was reduced to \$1

Line 4326-140 – Overtime: This item is increased by \$700 enables the inspection of all the buildings each weekend.

Line 4326-199 – Wage adjustment: One of the employees will be certified and this adjustment coincides with the pay classification of the town. When asked if this was necessary Mr. Chartier replied that the State prefers to have two certified on staff currently only he is the only one.

Line 4326-391 – Contracted Service: The meter software is outdated and needs to be upgraded.

Line 4326-480 – Property/Liability Insurance: This amount may change.

Line 4326-620 – Office Supplies: Mr. Chartier stated that after carefully reviewing this item he realized a need to increase this line item.

Chairman Lagueux asked how department vehicles were purchased. Mr. Chartier replied that as a general practice they are purchased through the capital reserve.

WATER DEPARTMENT:

SURPLUS:

Line 4332-905 – Tax Map Overlay: The software needs updating.

Line 4332-912 – Flow Meter: The flow meter needs to be upgraded to give a better track of what is used.

Line 4332-916 – New River Crossing: This money will come out of capital reserve.

OPERATIONS:

Line 4331 -- Payroll: This shows the 1 ½% increase for town employees.

Line 4331-140 -- Overtime: This line item shows an increase.

Line 4331-199 – Wage Adjustment: One of the employees is about to become certified therefore this adjustment adjusts the payroll according to the pay classifications.

Line 4331 -292 – Uniforms: There is a small increase in this line item.

Line 4331-410 – Electrical: This is a new electrical service it is difficult to budget without some history. The amount stated may change.

Line 4331-411 – Heating: Propane was added so the line item is increased.

Line 4331-480 – Property & Liability Insurance: An increase is anticipated.

Line 4331-620 – Office Supplies: This item shows an increase.

Mr. Chartier concluded that he expects to close on a bond soon. There may be a payment due and he may request some extra money if it does.

Vice-Chairman Simard asked how the reserve accounts were doing. Mr. Chartier replied that he is hoping to keep surplus so rates are ok but may need to change for covering some of the projects. It depends on how we bond the downtown project. There are some grants available and he is pursuing them.

Mr. Carr had 3 suggestions regarding the budget for this department. The line items 4331-118 and 4326-118 should be brought to zero. The line item 4327-413 – Fire Betterment should be \$20,000. For the third item Mr. Carr stated that by law they have to stay within the revenues and this department has done that.

There was some discussion regarding the fire betterment line item. Mr. Carr explained that this is raised by taxes to add revenue to the Water Department for maintenance of the fire hydrants throughout the town. Mr. Chartier stated that the actual cost for this hydrant maintenance is \$19,253. It covers snow removal, trimming, flushing the hydrants twice a year, repairing 3 hydrants that were damaged by traffic or snowplows, adding anti-freeze, replace seal and pump, paint hydrants, and replace hydrants (usually 1 a year).

Mr. Chevalier asked what line item is used to show this expense. Mr. Chartier replied that lines 430 and 610 cover some of it; he doesn't use a separate line item for hydrant maintenance. Mr. Chevalier stated that by not using a line item limits increasing of the system.

Chairman Lagueux thanked Mr. Chartier for coming. He also encouraged the members to go visit the water department. He spent some time with Mr. Chartier and found it very helpful. Mr. Chartier said he hopes to have a tour of the facility soon and will advertise it.

Town Administrator Capone presented a few of the smaller sections of the budget.
EXECUTIVE:

Line 4130-210 – Health Insurance: This item is lower because the Town Administrator is not part of this plan

Line 4130-342 – Computer Supplies/Support: This would replace the old tape back-up system with an off-site nightly backup of the server used by the administration. This would be a monthly contracted amount.

Line 4130-620 – Office Supplies: A lot of work has been done to lower this line item.

Line 4130-341 – Telephone/Internet: It is not used as much so a reduction in the budget is shown.

Town Administrator Capone asked the Chairman and the committee where they would best like to see an item shown. A new server is needed along with a couple of new workstations. He asked if these should be warrant articles or in the budget. It was the view of many of the committee members and the Chairman's that if this will be an annual request then it should be shown in the budget. Mr. Carr added that the server should be shown in the Executive section and the workstations within the appropriate department. If it is a one-time large item then a warrant article is the best way to show it. Town Administrator Capone will adjust the budget and use line 4130-810.

FINANCIAL ADMINISTRATION:

Line 4150 Payroll: Includes the 1-½% pay increase for town employees.

Line 4150-131 – Treasurer: This does not show the pay increase but it may change

Line 4150-301 – Annual Audit: Town Administrator Capone was informed that due to the extra funding the Town has received the auditors may take extra time ensuring the special funding was properly used.

Line 4150-342 – Computer Support: This is shared with the Tax Collector/Town Clerk and is a contracted amount. If the new software program is voted in then this number may change.

PROPERTY REAPPRAISAL:

Line 4152-312 – Contract Service: Town Administrator Capone is waiting for a quote from a firm to do utility assessments. He feels that this is an area that needs to be reviewed.

Mr. Carr asked about the revaluation and its expense. Town Administrator Capone stated that with money set aside we should be ok. He is looking into ways to save on future revaluations.

Line 4152-342 – Computer Support: If new software is approved then perhaps as much as 5800 could be saved.

LEGAL:

Town Administrator Capone stated that this was a good estimate of expense for this item. It is very difficult to estimate because something could happen and this item goes up. He added that the Local Government Center could answer some questions. They have guidelines and limitations but going to the Government Center first has reduced the need to contact the attorney. Mr. Shackett added that the Board of Selectmen have informed all department heads to bring any legal issues or questions to Town Administrator Capone. He will then contact the Government Center and if needed he will contact the Town's attorney.

PERSONNEL ADMINISTRATION:

Line 4191-260 – Workers Comp: Town Administrator Capone has a quote from another carrier that he will be presenting to the Board of Selectmen at their next meeting.

Chairman Lagueux thanked Town Administrator Capone for the efforts to save money.

OTHER BUSINESS:

Member Comments:

It was stated that with revenues down and valuations down it will be a difficult year to budget. Mr. Shackett stated that we knew when we left last spring there was a shortfall. We had to borrow to cover the difference. He added that we have estimated conservatively this year.

Mr. Preble asked about the military deferments from the returning soldiers. The veterans credit went up from 107,800 to 111,200. This is a deferment that is gladly given but needs to be included in the budget process.

There was a brief discussion regarding utility assessments and what effect it will have.

Next Meeting:

The next meeting will be November 8, 2010 at 7:00 pm. The Budget Committee is scheduled to meet with representatives from Police Department.

ADJOURNMENT:

Vice-Chairman Simard made a motion to adjourn the meeting, seconded by Mr. Preble. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Emily Hemingway
Recording Secretary