

**BRISTOL BUDGET COMMITTEE**  
**MEETING MINUTES**  
**November 15, 2010**

**PRESENT:**

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

**ABSENT:**

Tom Keegan

**OTHERS PRESENT:**

Town Administrator Michael Capone; Leslie Dion; George Corrette; Michael Bannan

**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 November 8, 2010; Vice-Chairman Simard made a motion to accept the minutes and was seconded by Ms. Greenwood. Vice Chairman asked that the minutes be amended to include the RSA that he quoted in the meeting. Mr. Thouin asked that a statement regarding the Police SUV be included as well. A vote to accept the minutes as amended was passed with one abstention.

**OLD BUSINESS:**

Vice Chairman Simard asked Town Administrator Capone if he had an opportunity to look into the line item Outside Details – 4210-141. He wants to know if an amount of \$1 can be placed in the line or does the gross amount need to be used and then establish the revolving fund at the Town Meeting. The concern is if it does not pass at the Town Meeting the Police Department may not have sufficient funding in the budget. Vice Chairman Simard would like to suggest an amount of \$30,000 be placed in that line item to cover the cost for the downtown renovation project.

**NEW BUSINESS:**

Chairman Lagueux welcomed Mr. Bannan who had asked to speak briefly with the committee. Mr. Bannan thanked the Budget Committee for their work. The 2010 budget is almost level-funded but no surplus funds were included. The state of NH suggests a town have 5% surplus. He stated that expenditures are important but so is revenue. He expressed a concern that the committee is not receiving adequate revenue information. Mr. Bannan cautioned the committee to be aware of revenues and to get this information. Chairman Lagueux thanked Mr. Bannan for coming and sharing his

concerns. The committee will keep what he said in mind as they continue the budget process.

#### MINOT-SLEEPER LIBRARY:

Chairman Lagueux welcomed Mr. Corrette a trustee of the Minot-Sleeper Library. Overall the Library budget is slightly increased over last year. Most of that increase is a result of adjusting Line 4550-190 – Librarian: Last years budget included a 9 month salary and this proposed budget includes the 12 month salary amount.

Mr. Corrette stated that they have decided not to apply the 1 ½ % town wide salary increase. The workers received an increase recently and after reviewing feel that the current salaries are sufficient.

Line 4550-193 – Custodian: This is decreased and is based on actual cost.

Line 4550-230 – Retirement: This shows a small increase due to the change of the Librarian to full-time.

Line 4550-341 – Telephone: They will drop the fax line and decrease this line item. The Fax is rarely used and any faxes that need to be sent or received can come through the Town Office.

Line 4550-342 – Computer Support: This is a contracted amount. The 3 public computers need to be maintained periodically and require the most maintenance. However, this contract also covers maintenance on the copier and printers and all the computers in the Library. Mr. Shackett expressed some concern over the amount to maintain the computers vs. purchasing new ones. It was asked if the Library has the same computer support provider as the town office. They currently do not and the Town Administration will look into this option.

Line 4550-343 – Copier: The copier is getting old. It was decided to purchase this copier for \$1 rather than obtain a new lease contract. The current copier is running ok. All the money made from this copier goes to the general fund. Mr. Corrette said it is about \$800-\$900 annually. The Library maintains it and purchases the toner and the Town gets all the money, stated Mr. Corrette.

In conclusion, Mr. Corrette said that they have attempted to reduce wherever possible.

In reply to Ms. Gordon's request for the bottom line, Town Administrator Capone said he would get it for the committee when the error on the current proposed budget is corrected.

Ms. Gordon also asked about the building plans. Mr. Corrette said new plans are in the works and hope to have a proposal ready for March. Ms. Greenwood wants the town's people to understand that the money that has been spent to date is *not* tax dollars. It is library funds available for this project.

Chairman Lagueux thanked Mr. Corrette coming.

#### TAPPLY-THOMPSON COMMUNITY CENTER:

Chairman Lagueux welcomed Ms. Dion and asked her to present the budget for the Tapply-Thompson Community Center.

Line 4520-890 -- Tapply-Thompson Community Center: Ms. Dion stated that the budget includes the 1-½% salary increase. The fund-raising is down this year and some of the activities have been discontinued for insurance purposes. They hope to have a 5K race in the fall and to have golf tournament as fundraising events. Ms. Dion said she is not sure if the Poker Tournament will continue. The Community Center has given several scholarships this year because the need has increased. After school activities fee is up to \$4 per day up from \$3 per day. There are two neighboring towns that Ms Dion feels should contribute more money but they are unable to at this time. An employee left and rather than hire a replacement they restructured the employees and their responsibilities. Salaries have been adjusted accordingly. Ms. Dion pointed

out the Summer Program line that it is an in/out line and it includes the westward bound trip. The summer program has increased because the cost of the bus has increased.

The roof needs repair/replacement but there is insufficient funding. The boiler works too hard for the one zone system. The system should be updated to more zones.

Chairman Lagueux asked about the gift line. Ms. Dion explained that it allows for flowers or small gifts for special occasions. Mr. Arseneau asked how many are registered. Ms. Dion replied that 739 are currently registered. Vice Chairman Simard asked that the directors insurance be moved from the program line and placed under the board insurance line.

#### KELLY PARK:

Ms. Dion continued her presentation with Kelly Park. The salaries are the same amounts. The materials and supplies amount is based on the actual costs.

The electricity continues to be high and several people are investigating the cause. Perhaps some streetlights or other lights are attached to this electric meter. Others think it might involve the skating rink although they hope the skating rink is the school's responsibility. The Town Administrator is looking into this mystery.

In the master plan it indicates the maintenance of the field. It cost about 7500 to do the fieldwork and it looks great. Now the maintenance needs to be continued which costs about \$7045. The current tractor is 20 years old and the cost to replace is \$10,000. Mr. Carr asked if a tractor could be shared with the Highway department. This has been done, commented Ms Dion but it is not long-term solution and a replacement tractor is needed.

Ms. Dion noted that she was not able to purchase the approved items. The contractor finished the fieldwork and expected final payment. This money was not encumbered and payment was made with what was available.

Master plan money was set aside for the parks improvement and would like to replace the swing set, provide benches and table and trash barrels. The outlet boxes have been vandalized and cages need to be placed on all the outlets. Mr. Carr expressed a concern of the use of this Master Plan money. He did not think it was intended to purchase a swing set. It was agreed that this master plan money should be reviewed and the money used as it was intended.

#### OLD HOME DAY/PATRIOTIC:

Line 4583-120 – Special Events Coordinator: This line item took care of advertising and set up for events.

Line 4583 – 880 – Old Home Day: Same as last year

Line 4583 – 885 – This is an in/out line item

Chairman Lagueux thanked Ms. Dion for coming.

#### PLANNING BOARD:

Town Administrator Capone presented the remaining administrative items beginning with the Planning Board. There is little change to the bottom line. The only increase would be in Line 4152-810 – New Equipment: They need to purchase a new filing cabinet. Most of the other line items are off set.

#### ZONING BOARD:

The Zoning Board has undergone an overall change in composition and there was a concern for proper training. The Town Administrator found some free training. The Zoning board requested that funds be available for any other training that may become available.

Chairman Lagueux asked if there was a potential issue with the cell tower that the Zoning

Board might have expenses that would effect the budget or would this be taken care of under legal. Town Administrator Capone did not think the Zoning Board would have issues with the cell tower. However, he mentioned that the Planning Board could decide to hire an outside technical consultant to review the plans to ensure the accuracy of the plans. This would be an expense that may need to be considered for the Planning Board.

### GENERAL GOVERNMENT BUILDINGS:

Line 4194-432 – Safety Committee Repairs: The Joint Loss Management Committee has prepared a list of items that need to be considered. There are two highway garage doors at the Highway Department that need stop sensors installed. The alarm system in the Town Office Building is not tied into the Main line. So it has an additional monitoring fee. The Town Administrator is looking into changing this so this building is tied in. It will have an initial expense but the extra fee will be eliminated. The Loss Management Committee also discussed installing some type of alarm at the Old Town Hall.

Line 4194-640 – Custodial: The current cleaning company has been asked to submit a new proposal for less cleanings during the summer months and the twice a week for the winter months. That proposal was not received in time for this meeting.

Line 4194-815 – Newfound Area Access: Could lower this amount to \$46,000. Some equipment could be purchased and Metrocast offsets this item. Neighboring towns would like to post on the channel 24 station. The possibility of charging the towns a fee to do is being looked into.

Vice Chairman Simard asked about heating the Old Town Hall. The Town Administrator said it only cost about \$500 last year. He continued by saying he is working with an energy committee to see if the changes that have been made are paying off and if there are areas where more changes could be made.

### INSURANCE:

Line 4196-480 – Property & Liability: This policy is up for renewal next summer. The Town Administrator will be looking at other options, including the insurance carrier who has the workers comp. They have an excellent package rate for those who place multiple policies with them. The new rate cannot be determined until closer to renewal time.

### ***OTHER BUSINESS:***

#### Member Comments:

Mr. Carr would like to ask the Police and Fire Departments to return with a lower budget. They both came in with a sizable increase and each asked that they be given the opportunity to decide where to lower their budgets. It was suggested that we give them bottom line amount and they decide how to disperse the funds. Others felt that they should be invited back to join in the discussion and planning process.

Vice Chairman Simard asked when to anticipate new revenues coming out. He appreciated Mr. Bannan's comments. They come out at months end. Town Administrator Capone wants to give ballpark revenues for the committee to look at. Mr. Shackett said to use caution when looking at revenues. It is easy to expect the money to be there but it is never received.

Town Administrator Capone made a few comments regarding Mr. Bannan's presentation. Two decisions were made against the town. The way to cover these decisions was to adjust the overlay. The committee needs to think about increasing the overlay substantially to cover disputes from the revaluation. We currently have \$305,000 in the unreserved fund. This is below the 5% that the State would like us to have. Therefore, we need to rebuild this fund.

Next Meeting:

The next meeting will be November 22, 2010 at 7:00 pm. The Budget Committee is scheduled to meet with representatives from some of the non-profit groups.

**ADJOURNMENT:**

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

Respectfully submitted,

Emily Hemingway  
Recording Secretary