

APPROVED AS WRITTEN
AT THE BRISTOL BUDGET COMMITTEE MEETING 1/17/2011

BRISTOL BUDGET COMMITTEE
MEETING MINUTES
January 10, 2011

PRESENT:

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

ABSENT:

Mark Chevalier

OTHERS PRESENT:

Town Administrator Michael Capone, Police Chief Lewis, Selectman Donald Milbrand

CALL TO ORDER:

Chairman Lagueux called the meeting to order at 7:05pm.

REVIEW OF MINUTES:

The meeting began with a review of the minutes from January 3, 2011; Ms Greenwood made a motion to accept the minutes and was seconded by Mr. Keegan. A vote to accept the minutes as written was passed with 12 in favor.

OLD BUSINESS:

No old business was brought up and Chairman Lagueux continued onto new business.

NEW BUSINESS:

POLICE DEPARTMENT

Chairman Lagueux asked Selectman Shackett to discuss the revised proposed budget for the Police Department. Selectman Shackett stated that the Police Chief met with the Select Board on Thursday, 1/6, and revised the Police Department's budget to show a reduction of more than \$23,000 as promised to the Budget Committee.

Ms. Gordon asked if some of that cut was a result of the Budget Committee's decision to reduce the proposed salary increase? Selectmen Shackett replied that it was part of it and part was a change in the health insurance. The bottom line for the Police Department is \$887,901 down from \$921,605.

Selectman Shackett continued by stating the Select Board feel that it is important to have 24-hour coverage and it is important to hire a lieutenant. There is a need to have someone on staff to run the department in the absence of the Chief. The funds are within this proposed budget to fill the Lieutenant position.

Mr. Carr noted that the Health Insurance came in just about even for 2010. Town Administrator Capone replied that the Department was not fully staffed for part of the year. At one time the Police Department was down 3 officers. Police Chief Lewis added that he came off the Town's Insurance plan in January saving

money for the Police Department and Town. Health Insurance costs close to \$9000 per month for this Department.

Ms. Gordon made a motion to accept the stated amount of \$887,901 for the Police Department portion of the budget. Ms Dolloff seconded the motion. Ms. Gordon felt that the Department is doing a great job and the Police Chief did significant work to make these reductions. She hopes for smaller increments going forward from now. Selectman Shackett added that the Select Board did a lot of work with Chief Lewis and the cuts were made. He thanked Chief Lewis for going through the process and making the necessary budget cuts.

Chairman Lagueux called for a vote to accept the stated budget amount of \$887,901 for the Police Department. This passed with a vote of 10 in favor and 2 opposed.

HIGHWAY DEPARTMENT

Mr. Preble made a motion to accept the stated amount of \$515,926 for the Highway Department operating budget. Mr. Thouin seconded the motion. Mr. Preble stated that he felt this was a good budget; the Selectmen worked with the Supervisor on this proposed budget and the Supervisor always stays within budget.

Mr. Keegan noted that it appeared the Department is coming in under budget this year. Town Administrator Capone replied that is because of the mild winter. They used less sand/gravel and did not need as much over time as budgeted.

Mr. Preble asked if the sand/gravel was contracted ahead of time. No, replied Town Administrator Capone, there is no set amount that must be purchased the only constraint is how much the salt shed will hold. Mr. Keegan asked if the Salt Shed needed replacing and is that something that should be considered. Selectman Milbrand replied that they are working towards that while looking to expand the area. The Capital Improvement Committee is working with the Highway Department on this project.

Chairman Lagueux called for a vote to accept the stated budget amount of \$515,926 for the Highway Department. This passed with a vote of 12 in favor.

HIGHWAY PROJECTS

Mr. Carr made a motion to accept the stated budget amount of \$258,588 for the Highway Projects portion of the budget. Mr. Thouin seconded the motion.

Town Administrator Capone noted the various streets and the Fire Station parking lot that are scheduled for resurfacing.

Chairman Lagueux called for a vote to accept the budget amount of \$258,588 for Highway Projects. This passed with a vote of 12 in favor.

STREETS/BRIDGES

Mr. Carr made a motion to accept the stated budget amount of \$43,500 for the Street Lighting/Bridges portion of the budget. Mr. Preble seconded the motion. It was asked what the \$500 for bridges was. Town Administrator Capone replied that it is an agreement with New Hampton to share the maintenance of the Central Bridge. Selectman Shackett explained that the \$43,000 is a 3 year contracted amount with PSNH for the new streetlights. A reduction should be seen after the 3-year time has elapsed.

Chairman Lagueux called for a vote to accept the budget amount of \$258,588 for Streets/Bridges. This passed with a vote of 12 in favor.

SOLID WASTE DISPOSAL

Selectman Shackett made a motion to accept the stated budget amount of \$246,896 for the Solid Waste portion of the budget. Ms Gordon seconded the motion.

Mr. Keegan asked if there is any offset from the recycling. Town Administrator Capone stated that there was some and listed the areas that brought in some revenue. Selectman Shackett expressed a wish that more people would recycle. The Town may not make money on recycling but save on the tipping fee. Mr. Arseneau asked if the savings would be significant if more recycled. There is a savings of \$72 per ton. The town offers an easy recycle system. It would be nice to have more room to process the recyclables. The department supervisor has good plans to set up a system and this is being looked into. Mr. Preble stated that he would like to see more advertising to recycle.

Chairman Lagueux called for a vote to accept the budget amount of \$246,896 for the Solid Waste Disposal. This passed with a vote of 12 in favor.

FIRE BETTERMENT

Mr. Carr made a motion to raise the amount for Fire Betterment from \$1 to \$20,000. Ms. Greenwood seconded the motion. Mr. Carr explained that this would provide the water department with the necessary funds to maintain the hydrants for the fire department's use. This is a legitimate expense. It costs the Water Department out of budget nearly \$20,000 for this maintenance.

Mr. Simard amended the motion to lower the \$20,000 to \$10,000. Mr. Arseneau seconded the motion. Vice Chairman Simard explained that when the supervisor was presenting the budget to the Budget Committee he was asked if \$10,000 was enough. He replied that it was enough. Mr. Keegan stated that the supervisor explained that it costs about \$19,000 to maintain the hydrants but he could do it for \$10,000 because he had that to spend, but it costs \$19,000.

Chairman Lagueux called for a vote on the amendment to lower the motion to \$10,000 from \$20,000 for Fire Betterment. The amendment passed with 7 in favor and 5 opposed.

Chairman Lagueux called for a vote to change the stated budget amount of \$1 to \$10,000 for Budget Betterment, line 4327-413. This passed with a vote of 12 in favor.

LAND USE/HEALTH

Vice Chairman Simard made a motion to accept the stated budget amount of \$31,020 for the Land Use/Health Officer portion of the budget. Mr. Arseneau seconded the motion. This position was changed from full time to part-time resulting in the lower amount needed to fund this position.

Chairman Lagueux called for a vote to accept the budget amount of \$31,020 for Land Use/ Health Officer. This passed with a vote of 12 in favor.

ANIMAL WELFARE

Mr. Arseneau made a motion to accept the stated budget amount of \$500 for the Animal Welfare portion of the budget. Mr. Keegan seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$500 for Animal Welfare. This passed with a vote of 12 in favor.

HEALTH AGENCIES

Mr. Preble made a motion to accept the stated budget amount of \$33,600 for the Health Agencies portion of the budget. Mr. Arseneau seconded the motion. Mr. Preble stated that these agencies provide a good service to the community and the amounts requested appear to be reasonable.

Chairman Lagueux called for a vote to accept the budget amount of \$33,600 for Health Agencies.
This passed with a vote of 12 in favor.

WELFARE ADMINISTRATION

Ms. Greenwood made a motion to accept the stated budget amount of \$14,321 for the Welfare Administration portion of the budget.
Mr. Carr seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$14,321 for Welfare Administration.
This passed with a vote of 12 in favor.

WELFARE SERVICES

Mr. Carr made a motion to accept the stated budget amount of \$47,100 for the Welfare Services portion of the budget. Mr. Preble seconded the motion.
Selectman Shackett stated that this is an area that has to be paid. Town Administrator Capone added that the town employees do an excellent job in finding other avenues for assistance to those who request it. The numbers are reasonably accurate.

Chairman Lagueux called for a vote to accept the budget amount of \$47,100 for Welfare Services.
This passed with a vote of 12 in favor.

RECREATION

Mr. Carr made a motion to accept the stated budget amount of \$97,748 for the Recreation portion of the budget. Ms. Costigan seconded the motion. Ms. Greenwood stated that the recreation committee worked hard to keep the numbers the same as last year. They accomplished this without doing away with any programs. Volunteers are always needed.

Chairman Lagueux called for a vote to accept the budget amount of \$97,748 for Recreation.
This passed with a vote of 12 in favor.

BEACHES

Mr. Preble made a motion to accept the stated budget amount of \$16,205 for the Beaches portion of the budget. Ms. Greenwood seconded the motion.

Mr. Arseneau asked why the increase for \$9600 to \$12,600. Selectman Shackett replied a third attendant was added to this line item. The Beach Stickers were slightly lower than last year and it is possibly a result of having only one attendant on duty. This made it difficult for people to purchase the beach sticker because they could not find the attendant.

Chairman Lagueux called for a vote to accept the budget amount of \$12,600 for Beaches.
This passed with a vote of 12 in favor.

KELLEY PARK

Selectman Shackett made a motion to accept the stated budget amount of \$44,658 for the Kelley Park portion of the budget. Mr. Carr seconded the motion. Selectman Shackett stated that this amount includes the purchase of a lawn mower for use at Kelley Park.

Mr. Carr mentioned the original master plan seems to have gotten lost. In this plan something new was to be added to the park each year. He would like to see the Master Plan looked into and revitalize it.

Chairman Lagueux called for a vote to accept the budget amount of \$44,568 for Kelley Park. This passed with a vote of 11 in favor and 1 opposed.

LIBRARY

Mr. Preble made a motion to accept the stated amount of \$142,937 for the Library portion of the budget. Mr. Carr seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$142,937 for the Library. This passed with a vote of 12 in favor.

PATRIOTIC

Ms. Greenwood made a motion to accept the stated budget amount of \$11,200 for the Patriotic portion of the budget. Mr. Arseneau seconded the motion. Ms Greenwood added that this is a small budget for all the good that is being offered to the town. A lot of volunteers pitch in.

Chairman Lagueux called for a vote to accept the budget amount of \$11,200 for Patriotic. This passed with a vote of 12 in favor.

CONSERVATION COMMISSION

Mr. Preble made a motion to accept the stated budget amount of \$2310 for the Conservation Commission portion of the budget. Mr. Keegan seconded the motion.

Mr. Arseneau asked why they need \$2310. Chairman Lagueux replied that for years there was a small membership but now they have requested funding for training the new members and they want to review the wording of the wetlands regulations.

Chairman Lagueux called for a vote to accept the budget amount of \$2310 for the Conservation Commission. This passed with a vote of 9 in favor and 3 opposed.

HISTORIC DISTRICT COMMISSION

Ms Gordon made a motion to accept the stated budget amount of \$1198 for the Historic District Commission portion of the budget. Ms. Dolloff seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$1198 for the Historic District Commission. This passed with a vote of 12 in favor.

SOCIAL SERVICES

Mr. Carr made a motion to lower the budgeted amount from \$19,250 to \$10,600 for the Public Services portion of the budget. Vice Chairman Simard seconded the motion.

Mr. Carr said this would keep it the same as last year. It seems appropriate for the economic conditions. This would give Tri-County Community Action: \$ 2,000; Grafton County Senior Citizens Council: \$6,000; Voices against Violence: \$1000; GENESIS: \$1000; Pemi River Local Advisor Committee: \$200; CADY: \$400

Mr. Preble amended the motion to increase it to \$10,800 giving CASA \$200. Ms. Greenwood seconded the amendment.

Chairman Lagueux called for a vote on the amendment to accept the amount to \$10,800 to the Social Services as previously outlined. This passed with a vote of 9 in favor and 3 opposed.

Selectman Shackett suggested the committee members remember the Bridge House and the service they have provided for this town. Mr. Thouin made a motion to add \$1500 for the Bridge House. Ms. Costigan seconded the motion. This passed with a vote of 10 in favor and 2 opposed.

Mr. Keegan amended the motion to include raising the amount for the Grafton County Senior Citizens Council to \$8000. Ms. Gordon seconded the amendment.
Mr. Carr asked if the town would receive \$2000 more service. Mr. Keegan replied that he did not know if we would receive more service but costs are increasing and perhaps this would allow for extended services.

Chairman Lagueux called for a vote on the motion to accept the amount to \$14,300 to the Social Services as previously outlined. This passed with a vote of 8 in favor and 3 opposed.

PRINCIPAL LONG TERM DEBT

Mr. Carr made a motion to accept the stated budget amount of \$139,763 for the Principal L/T Debt portion of the budget. Ms. Dolloff seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$139,763 for the Principal L/T Debt. This passed with a vote of 12 in favor.

INTEREST LONG TERM DEBT

Ms. Dolloff made a motion to accept the stated budget amount of \$51,349 for the Interest L/T Debt portion of the budget. Mr. Carr seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$51,349 for the Interest L/T Debt. This passed with a vote of 12 in favor.

TAX

Ms. Dolloff made a motion to accept the stated budget amount of \$5000 for the Tax portion of the budget. Ms. Costigan seconded the motion.

Chairman Lagueux called for a vote to accept the budget amount of \$5000 for the Tax. This passed with a vote of 12 in favor.

CAPITAL PROJECTS

Vice Chairman Simard made a motion to change the amount from zero to \$1 for the Capital Projects portion of the budget. Ms. Greenwood seconded the motion.

Mr. Carr asked on what basis. Vice Chairman Simard explained if spending is to take place in this area then at least \$1 must be shown. Ms Gordon stated that some of these items will be a separate warrant article and does not need to be included in the budget. Mr. Carr stated that it is misinterpretation to show an item in both places. This was discussed last year as well. Selectman Shackett said he thinks the smaller items like the generator should be included in the operating budget while the larger items like the Highway Truck should be a warrant article. Chairman Lagueux added that he likes the warrant article because it gives the Town's people a vote for a specific item.

Ms. Greenwood withdrew her second and Vice Chairman Simard withdrew the motion. The line item remains at zero. Town Administrator Capone stated that he would contact the DRA and find out the best way show these capital projects.

CAPITAL EQUIPMENT

Mr. Preble made a motion to accept the stated budget amount of \$31,000 for the Capital Equipment portion of the budget. Ms. Greenwood seconded the motion.

This would allow funding for a 2011 Police Cruiser. The other Capital Equipment items includes: tax map software, ¾ ton truck for the Highway Dept., and a generator which is granted but matching funds must be included in the budget. These items will be considered separately. Ms. Gordon stated that she would like input from the Select Board before she makes a determination.

Mr. Thouin commented that any voted items are subject to change after the public hearing.

Chairman Lagueux called for a vote to accept \$31,000 for the purchase of a 2011 Police Cruiser. This passed with 12 in favor.

Selectman Shackett asked Police Chief Lewis about the radios for the cruisers. Chief Lewis stated that the current radios are old and one in not repairable. He would like to receive funding for a new radio each time a new cruiser is purchased over the next few years.

Vice Chairman Simard made a motion to reconsider the previous vote. Mr. Preble seconded the motion This passed with 11 in favor and 1 opposed.

Vice Chairman Simard made a motion to increase the Capital Equipment to 34,200 for the purchase of a 2011 Police Cruiser and a new radio for that cruiser. Mr. Preble seconded the motion.

This passed with a vote of 11 in favor and 1 opposed.

S/W SURPLUS TRANSFER

Ms. Greenwood made a motion to accept the stated budget amount of \$10,479 for the S/W Surplus Transfer portion of the budget. Ms. Costigan seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$10,479 for the S/W Surplus Transfer. This passed with a vote of 12 in favor.

SEWER CAP PROJECTS

Mr. Preble made a motion to accept the stated amount of \$6851 for the Sewer Cap Projects portion of the budget. Ms. Gordon seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$6851 for the Sewer Cap Projects. This passed with a vote of 12 in favor.

SEWER OPERATIONS

Mr. Carr made a motion to accept the amount of \$319,255, removing line item 4326:118, for the Sewer Operations portion of the budget. Vice Chairman Simard seconded the motion.

Mr. Carr stated that there is no longer a need to charge a fee to this department for Administrator services no other department is charged. Mr. Thouin explained the reason it is shown in this department is to give proper accounting. It shows funding for Administrative work done. It's an enterprise fund and this is a revenue line against the salary line.

Chairman Lagueux called for a vote to accept the amount of \$319,252 for the Sewer Operations. This failed with a vote of 4 in favor and 8 opposed.

Mr. Thouin made a motion to accept the stated budget amount of \$322,132 for the Sewer Operations portion of the budget. Ms. Dolloff seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$322,132 for the Sewer Operations. This passed with a vote of 12 in favor.

WATER: SURPLUS TRANSFER TO CAPITAL RESERVE

Selectman Shackett made a motion to accept the stated budget amount of \$12,624 for the Water surplus transfer to Capital Reserve portion of the budget. Ms Dolloff seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$12,624 for the Water Transfer to Capital Reserve. This passed with a vote of 12 in favor.

WATER CAP PROJECTS

Selectman Shackett made a motion to accept the stated budget amount of \$68,516 for the Water CAP Projects portion of the budget. Mr. Carr seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$68,516 for the Water CAP Projects. This passed with a vote of 12 in favor.

WATER OPERATIONS

Mr. Carr made a motion to accept the stated budget amount of \$290,181 for the Water Operations portion of the budget. Ms. Gordon seconded the motion.

Chairman Lagueux called for a vote to accept the amount of \$290,181 for the Water Operations. This passed with a vote of 12 in favor.

OTHER BUSINESS:

Member Comments:

Selectman Shackett stated that the Budget Committee should look at each of the CIP projects and Equipment items next week and consider their recommendations for each one.

Ms. Gordon asked if the Select Board would have decided if which if any will be a warrant article in their opinion. Selectman Milbrand and Selectman Shackett stated that they should be able to have that information by next Monday's meeting.

Town Administrator Comments:

He reminded the committee members that it is time to file for re-election. This needs to be done by January 28 with the Town Clerk.

Next Meeting:

The next meeting will be on Monday, January 17 at 7:00 in the lower level of the Town Office building. This will be the third Deliberative Session.

ADJOURNMENT:

Vice Chairman Simard made a motion to adjourn the meeting, seconded by Ms. Greenwood. Meeting adjourned at 9:20pm.

Respectfully submitted,
Emily Hemingway
Recording Secretary