

*APPROVED as written at the 8/15/11 Bristol Budget Committee meeting*

**BRISTOL BUDGET COMMITTEE  
MEETING MINUTES  
June 13, 2011**

***Present:***

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

***Absent:***

Tom Keegan, Wendy Costigan

***Others Present:***

Town Administrator Michael Capone, Fire Chief Steve Yannuzzi, Selectman Don Milbrand

***Call to Order:***

Chairman Lagueux called the meeting to order at 7:00 pm.

***Public Hearing:***

Chairman Lagueux began the meeting by stating that the Board of Selectmen petitioned for a public town hearing in regards

“To see if the Town will vote to raise and appropriate the sum of sixty five thousand dollars (\$65,000) for the purchase of a 1.1 acre parcel of land located at 496 Lake Street (Route 3A) shown on the Town of Bristol Tax map as lot 224/53. The money for the purchase will come from the Fund Balance and no funds will be raised through taxation.”

Chairman Lagueux opened the meeting to the public for discussion on this article.

Mr. Bannon began by asking if the town needed a parking lot? He stated that the Town owns the Perkins Mill Property connected to the bike path and could put parking there. Just north of the 496 Lake Street property is a parking lot that could be used by those wanting to use the path or just north of that is a much nicer piece of property owned by Freudenburg. It extends along the river and is adjacent to the Village Pizza property and it is adjacent to the bike path. Has anyone asked Freudenburg if they would donate the property to the Town? In Mr. Bannon opinion this property is much nicer and offers many opportunities for the Town's use. We do not need another parking lot, stated Mr. Bannon, and cautioned the Budget Committee members and the Selectmen to be careful where any money is spent.

Chairman Lagueux asked for any other comments. Selectman Shackett stated that this property would be more than a parking lot. He distributed a drawing of the proposed parking and park site. He stated that it would provide 10 parking spaces along with some green space. A connector path would be created to the bike path and a couple of picnic tables would be placed on the site. It would be a small park for the Town's people to use. Selectmen Shackett continued by stating that the Highway Department would take care of the work needed to bring about the changes shown on the drawing.

Mr. Carr asked about the Shoreline Protection Act and if paving the parking lot would be a problem. Selectmen Shackett stated that it was already paved so this is not a problem going forward.

Town Administrator Capone added that he talked with the DES and was told that this is a non-conforming use and gives a soft buffer to the river and because trees will not be removed this project is acceptable within the Shoreline Protection Act.

Ms. Greenwood stated that she is in favor of this purchase and several people have expressed an agreement with this purchase.

Mr. Preble added that he likes that the new park would connect directly to the bike path and away from the side of the road.

Selectmen Shackett added that this is a nice spot with a lot of use for the town. If the work to improve it were excessive then with this economy it would be difficult to recommend this purchase. But it was on the market for 12 years and is now owned by the Meredith Village Savings Bank. An auction was held recently but all the bids were too low and the bank refused to accept them. Meredith Village Savings Bank then approached the Town of Bristol with a first option to purchase the property. They are willing to wait for the Town to go through the steps required before placing the property on the market. Selectmen Shackett concluded by saying that it would be disappointing to miss this opportunity.

Mr. Bannon reiterated his concern and asked the members to consider alternative locations. He honestly believes this is too expensive for the use it offers.

Ms. Gordon stated that the Mill Stream property is a special piece of property in the Town of Bristol. The location is beautiful and cannot be duplicated elsewhere. She is very much in favor of this purchase. This purchase would attract attention to the type of quality of life that the Town of Bristol is working towards.

Vice-Chairman Simard asked if due diligence has taken place with this purchase? He is in favor of it but only if it is handled properly and done right. He asked if an outside appraiser has been contacted? Are we getting the best price for the property? Is it a buildable piece of property? If not, what is the highest assessed value for a non-buildable property?

Selectman Shackett and Ms. Gordon replied to these questions. Selectman Shackett confirmed that the bank agreed to sell the property at \$65,000. Ms. Gordon stated that it is a buildable lot but within certain guidelines.

Town Administrator Capone stated that if Vice Chairman Simard would provide a list of specific questions he would research them and give him the results of his findings.

Mr. Arseneau asked Town Administrator Capone if the property was buildable? The reply was that in his conversation with DES the main concern was the 50-foot set back. It was marketed for commercial and residential. Chairman Lagueux added that with the 50-foot set back and the Town's zoning guidelines something could be built on the property.

Chairman Lagueux stated that he supports this purchase but would like to know that it is handled properly. He continued by stating that there is a lot of momentum in the Town

to better the quality of life. The improvements to the Town Square are an example of this. He feels that this is an opportunity for Bristol to spend our own money on our own resources.

Chairman Lagueux concluded the public hearing.

Mr. Chevalier made a motion to vote to recommend:

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Ms. Greenwood seconded the motion. This passed with 8 in favor, 3 opposed and Chairman Lagueux asked that it be noted that 2 were absent.

### ***Review of Minutes:***

Chairman Lagueux asked the member to review of the minutes from the May 2, 2011 meeting. Vice Chairman Simard made a motion to accept the minutes as written and was seconded by Mr. Chevalier. This passed with a 9 in favor and 2 abstaining.

### ***Old Business:***

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

### ***NEW BUSINESS:***

#### ***Fire Department:***

Chairman Lagueux stated that at the last meeting it was decided that the Budget Committee would like to meet with the department heads to review the budget to date and to hear of any department activity (grants applied for, programs that have been started, etc). The budget committee also wants to be given some insight into objectives for the balance of the year and the 2012 budget cycle.

Chairman Lagueux welcomed Fire Chief Steve Yannuzzi to the meeting and asked him to update the committee on the progress of various projects and to inform the committee of any trouble spots within the budget.

Fire Chief Yannuzzi began his presentation by stating the most of the front end of amount of his budget has been spent leaving about 15% for the remainder of the year. One of the items of concern was heating oil and currently it has 33% remaining. Chief Yannuzzi feels that this line item should come in at or under the budgeted amount. Overall, the budget is in good shape. He receives a detailed monthly printout of the expenses and he compares this to his own record keeping. This comparison provides Chief Yannuzzi with the knowledge of what money is available to him on a daily basis.

Chief Yannuzzi stated that he is working on some station maintenance projects. The washing machine is installed. Two doors will have safety strips installed soon and the remaining doors are scheduled to be taken care over the next couple of years. Recently the station received a Smart board, which is a white board that is computer driven. It allows for viewing of training material, conference calling set up, and what ever is written on the board can be sent to the printer providing hard copy use. The Smartboard also provides a lot of versatility to allow for web-based EOC access. This piece of equipment was provided at no charge to the Fire Department. Chief Yannuzzi also commented

that the vehicles are holding up ok with the exception of ambulance 1. It is beginning to show problems.

Chairman Lagueux inquired about the medical supplies line item and if it was working as planned. Chief Yannuzzi stated that the budget is ok for this line item.

The grant for the generator is questionable. The paperwork is complete and the matching funds are available but there is conflicting reports regarding the availability of grant funds. Chief Yannuzzi should know after the first of July if the matching funds should be encumbered and carried over to next year.

Mr. Carr asked about the fuel inventory management system. Chief Yannuzzi has researched this and found a company that would provide a key fob for each town vehicle that uses diesel. This would allow each department to track the fuel usage of each vehicle and would aid in determining more accurately the cost per vehicle. Chief Yannuzzi stated that the cost is approximately \$8500 and spoke with the CIP committee to determine how this should be funded because one department should not bear the expense if all the departments would benefit from the equipment. No program like this is currently in use. The gasoline vehicles have a card system and the fuel usage can be tracked.

Town Administrator Capone brought to the Budget Committee's attention that the Board of Selectmen met at the Fire Station recently and had a tour of the facility. He also noted that the doors into the station now have keypad entries making the building more secure.

Ms. Gordon expressed an interest in having a Smokey the Bear out front of the fire station. Chief Yannuzzi explained that it is very expensive to obtain one.

Mr. Arseneau asked that before another ambulance is purchased that using a private provider would be researched. It may save the town some money and should be considered. Chief Yannuzzi stated that it would mean the loss of revenue to the town and there would not be any guarantee of service.

Fire Chief Yannuzzi concluded by saying that his door is always open and welcomes the Budget Committee to stop in with any questions and he will meet with them to discuss the area of concern.

Chairman Lagueux thanked the Fire Chief for coming in.

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

#### ***Member Comments:***

Mr. Carr stated that he met with Murray Campbell of the CIP committee. Mr. Campbell suggested that the Budget Committee consider setting aside a specific amount annually and the CIP generate their proposed items within that set amount. Selectman Milbrand stated that sometimes a percentage of the overall budget is set aside rather than a specific amount. Fire Chief Yannuzzi added that it would be easier as a department head to work within the set amount.

A letter was distributed regarding the reduction in State funding for many of the welfare programs. It was discussed if this would have an effect on the budget. Selectmen Shackett stated that it is difficult to know what effect if any these reductions will have.

He added that we will be receiving similar letters from other agencies and should simply continue on with the same careful process that we currently use.

Chairman Lagueux stated that no meeting would be held in July. Mr. Preble made a motion that the next meeting be held on August 15; Vice Chairman Simard seconded the motion. This passed unanimously. The head of the Highway Department will be asked to attend.

*Town Administrator Comments:*

Town Administrator Capone stated that he should find out if the Superior Court approved the special Town Meeting by June 23. It is tentatively scheduled for July 20 at the Old Town Hall.

*Next Meeting:*

The next meeting will be August 15 at 7:00 pm at the Town Office Building. The Highway Department will be asked to join committee members for a discussion.

***ADJOURNMENT:***

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

Respectfully submitted,  
Emily Hemingway  
Recording Secretary