

APPROVED at the 10/3/11 Bristol Budget Committee meeting

**BRISTOL BUDGET COMMITTEE
MEETING MINUTES
September 12, 2011**

Present:

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

Others Present:

Town Administrator Michael Capone

Call to Order:

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

Review of Minutes:

Chairman Lagueux asked the member to review of the minutes from the August 15, 2011 meeting. Vice Chairman Simard made a motion to accept the minutes as written and was seconded by Selectman Shackett. This passed with 10 in favor and 3 abstentions.

Old Business:

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

NEW BUSINESS:

Schedule:

Chairman Lagueux explained that the Lakes Region Planning Commission had requested to meet with the Budget Committee on December 5 rather than November 21 and he stated that he would bring it before the Budget. A brief discussion followed and it was agreed to move the LRPC to December 5 as requested. The members appreciated that the request was made prior to the scheduled evening and that the LRPC did not just show up on December 5. Mr. Keegan asked what the requirements are for an organization to approach the Town for funds. Chairman Lagueux stated that he prefers meeting with the representatives because it provides a time for the members to ask questions regarding the presentations. Mr. Preble stated that in the past if they did not come before the Budget Committee then they did not receive any funds. He would like to see that policy continue. Chairman Lagueux stated that it was the general policy of the Budget Committee and it is so noted.

Chairman Lagueux stated that he would prefer any other non-profit organizations be scheduled on December 12.

OTHER BUSINESS:

Member Comments:

Mr. Carr distributed a list that he entitled:

"Let's Do It Better"

Let's remember that it is our responsibility to do a better job of producing a budget for the voters to act on.

Let's not cut line items for the sake of cutting. If it's a legitimate expense let's line item it as close to actual as possible, such as Fire Betterment.

Let's "0" a line item instead of \$1.00 if we don't like the cost.

Let's reintroduce programs that were working well such as Accrued Benefits and Road Rebuilding.

Let's try to estimate the cost of each line item as accurately as possible.

Let's remember that we may have major project costs coming up, such as the Library and Sewer to the lake.

Let's establish a realistic contingency fund.

Let's make sure the total budget is less than the sum of Property Tax Revenues and Estimated Other Revenues.

Mr. Carr requested that each member look it over and give it some thought and consideration when going through the process.

Vice-Chairman Simard commented that the Budget Committee uses a base-line budget. It means we look at what was spent and what will we spend. He continued by stating there are two other types of budgeting models:

The Maintenance Budget: which means the bare bones are submitted to maintain the function of that line item.

The Performance Budget: where a department uses a mission statement or sets goals and decides what is needed to fund these goals. When these goals are reviewed then it is determined if the proper amount of funding was provided or if the program needed to be replaced.

Vice Chairman Simard would like to see the Budget Committee work towards a more practical way of determining the budget.

Ms. Greenwood stated that the concerts were very well received and attended this year.

Mr. Chevalier stated that Fire Chief Yannuzzi has approached the Board of Selectmen to purchase a 4x4 pickup to replace the existing 1966 Jeep. It was suggested that part of the funding come from the Ambulance Capital Reserve fund. Mr. Chevalier asked if the DRA had agreed to this. Town Administrator Capone stated that he has talked with the

DRA and they expressed a concern because the funds were set aside for two separate departments. This can be resolved at the Town meeting by asking the voters to approve the merging of the two accounts. Mr. Chevalier stated that if the ambulance creates revenue then it should be placed in this Capital Reserve fund in the way it was originally established. Town Administrator Capone stated that this is same type of funding that was presented to the Town in March but he would look into it. Mr. Chevalier responded that this is different because it is an established fund that is not being used in the way it was established and we are not asking taxpayers to contribute but it is revenue created by those who use the Ambulance service. 10% of the revenue should go into this Capital Reserve fund and the rest goes to the general fund. Mr. Carr questioned if the Ambulance was making enough revenue to place the 10% in the reserve fund. Mr. Chevalier stated that he is not in favor of combining the Capital Reserves funds.

Chairman Lagueux asked about the status of the Mica Building. Town Administrator Capone stated that he is working the DES and the State Division of Historical Resources on the project. He is hopeful that the building will come down sometime in November.

Chairman Lagueux asked about the progress on the walking trail to Profile Falls. Town Administrator Capone met with the Army Corp of Engineers on August 30. They did not see any immediate problems with the engineering design presented to them but they are reviewing the plans. Town Administrator Capone will contact the Army Corp of Engineers later this month for follow up.

Chairman Lagueux asked how the Highway Department was doing with the budget. The fuel line item was a concern. Town Administrator Capone stated that he is reviewing the paving projects with Mr. Bucklin and they are working together to find other areas that can help with the fuel expenses. Mr. Chevalier added that fuel expenses are a problem across the board. Town Administrator Capone explained that the sharp increase was unexpected and will try to present a more accurate amount this year.

Mr. Arseneau asked if the pumping station was finished. Selectman Shackett explained that there remains an issue that is being looked into and hopes to see the contractor return to rework the swale on the uphill side of the road.

Vice Chairman Simard asked if Welfare was holding its own. Town Administrator Capone stated that this money was spent and funding will have to come from other areas.

Selectman Shackett stated that the Select Board reviewed a few pre-buy options for heating fuel but the Board rejected all the offers. The Select Board will look at new offers in the next few weeks.

Town Administrator Comments:

Town Administrator Capone distributed an information page from Fire Chief Yannuzzi requesting the purchase of a 4x4 pickup to replace the 1966 Jeep. This new vehicle would cost about \$30,000 and would be used on forestry calls and be accessible for other multiple uses. The Fire Chief proposed using Capital Reserve Funds to help with this purchase. Town Administrator Capone asked for the Budget Committee member's opinion on using these funds. Chairman Lagueux asked the members to review the information and to be prepared to discuss it at a future meeting.

Mr. Arseneau asked if the vehicle could be used in other areas if it had special tires on it. It was explained that it would not need special tires. Ms. Gordon asked if we had such a

vehicle prior to the 1966 Jeep. Several members remember having a utility vehicle for these purposes. Mr. Arseneau asked if the town had an older vehicle that could be the replacement rather than purchase a new vehicle. Town Administrator Capone stated that the town does not have a vehicle that could go from general use to forest use.

Town Administrator Capone also distributed a hand out from Police Chief Lewis. The Police Chief found the comments made by Vice-Chairman Simard interesting regarding the comparisons between the Town of Bristol and the Town of New London. His handout gave the committee members his views on the comparisons. Vice-Chairman stated that the numbers he gave came from the Town of New London's website. Town Administrator Capone stated that perhaps it was not fair to include the college in his numbers because the college handles its own security.

Next Meeting:

The next meeting will be October 3 at 7:00 pm at the Town Office Building.

ADJOURNMENT:

Vice Chairman Simard made a motion to adjourn the meeting, seconded by Mr. Preble. Meeting adjourned at 7:50 pm.

Respectfully submitted,
Emily Hemingway
Recording Secretary