

Approved as amended at the October 24, 2011 Bristol Budget Committee meeting.

**BRISTOL BUDGET COMMITTEE
MEETING MINUTES
October 17, 2011**

Present:

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

Absent:

Ron Preble

Others Present:

Town Administrator Michael Capone, Fire Chief Steve Yannuzzi

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 October 3, 2011 meeting. Mr. Chevalier made a motion to accept the minutes as written and was seconded by Ms. Greenwood. Ms. Greenwood asked that the minutes be amended to show the correct name on page 2. The vote to accept the minutes as amended was unanimous.

Old Business:

Chairman Lagueux asked if proposed budget given to them was different from last weeks. Town Administrator Capone stated that it had a few changes. He felt that there was enough new information that the committee should have an updated draft budget to work with.

NEW BUSINESS:

FIRE DEPARTMENT:

Chairman Lagueux welcomed Fire Chief Steve Yannuzzi to the Budget Committee. He also thanked the Chief and the Town Administrator for getting the overtime information to him. Chairman Lagueux explained to the committee that he was delayed in getting it to the committee members. Selectman Shackett noted that this information is in response to Vice-Chairman Simard's request at the October 3, meeting.

Fire Chief Yannuzzi began his presentation by stating that his proposed budget for the Fire Department shows an overall increase of \$56,890. He proceeded to explain the areas of increase:

Health Insurance – will probably increase up to \$20,000

Retirement – increased by \$12,098

Chief Yannuzzi stated that these two items are more than half of the budgets increases and they are items that he has no control over.

Heating Oil for the station – shows an increase because of the cost of oil. The Town has since locked in a price slightly lower than his estimated price so he will adjust his budget to reflect the new price.

Gas and Fuel – shows an increase of \$3000. Chief Yannuzzi stated that they are responding to the same number of calls as last year. So the increase is due to the cost of fuel. Selectman Shackett asked where they purchase the fuel. It was explained that the diesel is pumped from the Town Shed and the gasoline from the State Fuel Shed in New Hampton.

Mr. Chevalier expressed a concern that a better way of tracking the fuel from the Town Shed needs to be put in place. Fire Chief stated that in the past he looked into a system that would allow tracking by department and by vehicle it would cost \$10,000 to implement the system but it would be used by all the Town departments. Currently, the drivers have to write down the number of gallons they pump and give the receipt to the department head. Sometimes this is forgotten or they get called out or the paperwork is lost. The Highway department pays for the gallons not accounted for. By installing this metered system every department would be properly charged and the department heads could do a cost analysis on each vehicle.

Fire Chief Yannuzzi stated that another option would be for all the vehicles to use the States Fuel Shed in New Hampton where a meter is used. However more research will be done to determine if it is cost effective to travel the 12 miles round trip to New Hampton.

Mr. Carr asked if the \$10,000 figure is accurate. If this number were added to the budget would it be enough to purchase it and get it up and running? Fire Chief Yannuzzi stated that it was an accurate number but it was several months ago when he looked into and will research it again and give the number to the Town Administrator.

Lakes Region Fire Dispatch – shows an increase by \$2600. Two major projects that will cover several communities and the cost is distributed among those communities. This increase is our portion. The first project is Computer Aided Dispatch and the other is a Simulcast dispatch. It would provide for every tower to tone at the same time rather than having to send out two tones to reach the various areas.

Electric – shows an increase of \$1700. Fire Chief Yannuzzi and Town Administrator Capone have looked at this and cannot determine why the increase. They will continue to research it.

Salaries – show a 2% across the board increase. Vice-Chairman Simard reminded the committee that he had asked that the salaries not show any increase. He feels that it would give the employees a false hope of receiving the raise. Selectman Shackett stated that this is the time when Department heads show what they want and need for their respective departments. If they want their employees to have an increase it is within their right to indicate now.

Fire Equipment – Mr. Keegan asked about this line item and noted that the Chief has asked for an increase and yet money remains in the budget for this year. Fire Chief

replied that the items have recently been ordered and the monthly expenses will reflect it probably next month. He added that some items were removed from last years budget and he is requesting them again this year. Some of those items include a water vacuum, a portable generator, 2-1/2 inch hose and a few other items.

Station Maintenance – Chief Yannuzzi plans to replace the remaining 3 door openers.

Revenues -- In response to Mr. Carr's questions regarding revenues, Chief Yannuzzi stated this is the line item show the reimbursement for the Moose Man marathon. The 2 student interns that stay at the fire station pay the Dorm fees. The Oil Boiler permits is a \$15 fee charged to anyone who has a new Boiler installed and is inspected by the Fire Department. This is a required inspection and there are only a few inspections each year. Mr. Carr asked if we were breaking even with the ambulance service. Chief Yannuzzi asked if stated that the service is bringing in a revenue. If this service were contracted out we would have the revenue and it could cost more to the town and the residents.

Bristol Fire Company – Mr. Carr asked the Chief to explain the function of the Bristol Fire Company. The Chief explained that they are the fundraisers and have raised money to purchase items in the past and currently are looking to raise money for uniforms.

Boat -- Chief Yannuzzi stated that both boats were included in the one line item.

Call Volume – Vice Chairman asked what the call volume and for the breakdown by towns. Chief Yannuzzi replied that they receive approximately 700 calls. The breakdown for ambulance service is 61 – Alexandria, Bristol – 241, 55 – Danbury, and 34 – Hill.

Overtime -- Chairman Lagueux asked about the letter explaining the overtime use and specifically asked what Kelly Day Coverage was. This is coverage is normally covered by part-time staff but on the rare occasion when that is not possible a full time member needs to fill in using overtime hours. In response to other questions regarding the overtime Chief Yannuzzi stated that the hours and amounts on the budget are an estimated amount. Chief Yannuzzi stressed to the Budget Committee that unlike other towns he always uses part time employees for coverage then works up from the line and schedules full time employees only if needed. The only exception is if an officer requests time off then he must fill the spot with an officer but he now has a couple of part time officers that he can use for this.

Emergency Management – shows a \$4000 increase. Chief Yannuzzi explained that during the recent hurricane he realized that they needed a back up radio for use by all the departments. The back-up generator is ordered and the Chief stated that they have sufficient funds for installing it.

Forestry Budget – show no increases in the budget.

CIP ITEMS:

Ambulance – this is estimated to cost \$150,000. Town Administrator Capone mentioned that he has asked DRA about combining the Ambulance Fund with

the Fire Equipment Fund. The DRA expressed a concern about this combination but the town could vote to combine the funds and rename it. Selectman Shackett stated that the Select Board has not reached a decision about this but they are leaning towards combining the Ambulance Fund of \$17,000 and the Fire Equipment Fund of \$58,000. This would provide half of the cost for the new ambulance.

Mr. Chevalier stated that the ambulance fund was set up so a percentage is placed in this capital reserve fund for a new ambulance. This percentage has not been placed in this Reserve Fund, as it should have been. He would like to see this re-established so a new ambulance could be purchased every five years. Selectman Shackett stated that his concern with this is a new ambulance would be purchased not because we needed one but because we have the money to spend for one. He added that placing the money in the general fund helps offset the tax rate.

Forestry Truck – This would be a 4 door--4 Wheel Drive Pickup. Chief Yannuzzi recently received a quote showing this could be purchased from with a State Purchase for a cost of \$22,000, which is much less than the \$40,000 previously given. This would be used for hauling equipment, going to calls are transporting men back from fire calls. Currently private vehicles are being used which a risk to the town. Fire Chief added that he does not give any mileage compensation to these individuals. Mr. Thouin asked if the crew-cab/8 Foot bed style was really a forestry vehicle. He is concerned that this is not the right vehicle for the purpose it is supposed to be used for. Ms. Gordon questioned if this vehicle is needed. She asked if another vehicle that we already own, such as the Chief's Suburban or one of the older ladder trucks, could be used for this purpose. Chief Yannuzzi explained that the State mandates a vehicle for this use. It holds a skid mounted water tank and any other vehicles we have would not be able to hold this water tank.

At the conclusion of Fire Chief Yannuzzi's presentation Vice Chairman Simard distributed a report that he put together. This report compared the fire expenses of the Town of Bristol with five other communities that he feels are similar in town characteristics. He chose the towns of New London, Meredith, Sunapee, Alton and Ashland. He read the first page to the Budget Committee and asked them to read and consider the material included in the rest of the report. He concluded by stating, "that the Select Board consider establishing a volunteer fire department and an enterprise type setup for ambulance service." Ms Greenwood asked if he looked at where the men and ladies in these towns worked. Years ago when we had a volunteer fire department most of the men worked within the town limits allowing them a quick response time. Currently most people travel out of town to work and they are not available to respond in a timely manner. She stated that in her opinion a volunteer fire department is not a good idea. Vice Chairman Simard asked to meet with the Select Board to present his report on this issue.

Chairman Lagueux thanked Fire Chief Steve Yannuzzi for coming to the meeting.

OTHER BUSINESS:

Member Comments:

Ms Gordon stated that the increase cost of health care is not sustainable and the town needs to get a hold this issue and make some tough decisions. Selectmen Shackett stated the Select Board is looking into options and they are requesting quotes from several providers. He noted that every town handles this expense uniquely and there is

not set standard to go by. The Select Board will try to find a fair solution to the employees and to the town. They plan to give each employee a total compensation report. Showing what it costs the town to have them as an employee. Mr. Carr added that this is a similar issue with pensions and it needs to be looked at as well.

It is difficult at this time to give an anticipated overall increase in the cost of healthcare because there are so many options and not enough material has been received to answer any specific questions regarding this increase.

Town Administrator Comments:

Town Administrator Capone asked what the Budget Committee wanted him to do with Non-Profit groups who recently requested a time to meet with the Budget Committee. It was decided that if they did not meet the deadline then they could send in a written request for this year and make an effort to meet the deadline next year.

Next Meeting:

The next meeting will be October 24 at 7:00 pm at the Town Office Building. The Committee will meet with the Highway Department, Solid Waste Department and the Town Clerk/Tax Collector.

ADJOURNMENT:

Vice Chairman Simard made a motion to adjourn the meeting, seconded by. Meeting adjourned at 8:30 pm.

Respectfully submitted,
Emily Hemingway
Recording Secretary