

Approved as written at the 11/7/2011 Bristol Budget Committee

BRISTOL BUDGET COMMITTEE
MEETING MINUTES
October 24, 2011

Present:

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

Absent:

Ashley Dolloff, Selectman Jeff Shackett

Others Present:

Town Administrator Michael Capone; Raymah Simpson, Town Clerk Tax Collector; Mark Bucklin, Highway Department; Joe Denning, Selectman

Call to Order:

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

Review of Minutes:

Chairman Lagueux asked the members to review of the minutes from the October 17, 2011 meeting. Vice Chairman Simard made a motion to accept the minutes as written and was seconded by Ms. Greenwood. Mr. Chevalier asked that the minutes be amended to correct the wording on page 2. Vice Chairman Simard made a motion to accept the minutes as amended and was seconded by Ms. Greenwood. The vote to accept the minutes as amended was passed with 10 in favor and 1 abstention.

Old Business:

No old business was brought before the committee.

NEW BUSINESS:

HIGHWAY DEPARTMENT:

Chairman Lagueux welcomed Mark Bucklin the department head for the Highway Department and the Solid Waste station. Mr. Bucklin gave the highlights of the budget for the Highway Department:

Building Maintenance – Line 4311-431 – shows an amount of \$16,000. The roof needs to be replaced and Mr. Bucklin has received an estimate of \$16,000 to remove and dispose of the old roof and replace it with a metal roof. The current roof has been patched and repaired in the past but now it needs to be replaced.

Mr. Thouin asked if there was a better type of roofing that could be used and if the pitch of the roof would be changed. Mr. Bucklin stated that a standing seam metal

roof would be better because the screws would be protected from the elements. He added that the pitch of the roof would not change.

Radio –4311-433 – shows an amount of \$2,500. The radio system is changing to a narrow band to provide more frequencies. Therefore, Mr. Bucklin needs to replace 4 radios and 2 portable radios.

Gas/Oil –4311-635 -- shows an amount of \$48,000. Mr. Bucklin stated that the department used 12,000 gallons of fuel at \$4.00 per gallon last year. They went over budget because of the increase in cost so the budgeted amount is increased by \$14,000 to cover any further increases. He continued by stating the State has notified the Town that they have a locked in price of \$3.26 per gallon and this would be available at the New Hampton fuel shed. Mr. Bucklin has completed the paperwork to give each vehicle a card to use at the New Hampton site. It would provide accurate tracking of fuel costs per vehicle and at a better price than they can get by using the skid tank at the Town's Fuel Shed. However, he did not like the idea of the trucks having to travel to New Hampton in a storm and the bigger equipment could not go to New Hampton so the skid tank will be used.

Mr. Carr asked if Mr. Bucklin would consider adding \$5000 to his budget to split the cost of installing a local card system on the Town's pumps. He also asked if such a system were installed would he be able to keep records of the fuel and repairs of each vehicle. Mr. Bucklin stated he has a record of the repairs and with a card tracking system the fuel costs could be recorded per vehicle. Selectman Milbrand asked if there was anyway the State could deliver fuel to our town shed. Mr. Bucklin stated that was not possible. The local State Shed does not have the card tracking system and the paperwork involved to use that facility is not convenient.

Grader –4311-667– shows an amount of \$4500. The grader needs 4 new tires with an estimated cost of \$2000.

Salt –4311-693 – shows an amount of \$33,065. The cost for salt is \$66.13 per ton this year.

New Equipment and Tools – 4311-810—shows an amount of \$5000. Mr. Bucklin would like to purchase a front-loaded snow blower for the Kubota this year. Mr. Thouin asked how many years are left on the Kubota and if this new snow blower would fit the replacement. Mr. Bucklin stated that the CIP has the Kubota scheduled for replacement in 2015 and he did not know if the new snow blower would fit another tractor. It would depend on what was purchased.

Overtime – 4311-140—shows an amount of \$20,000. Mr. Bucklin stated that over time is determined by the weather and an increase of \$4000 was needed. Vice Chairman Simard asked Mr. Bucklin about the increase and asked if it would be possible for the budget to remain at the \$16,000 and let the Select Board use the contingency fund to finance the balance if needed. Selectman Don Milbrand stated that would be a reasonable use of the contingency fund and they would discuss it when and if the need came before the board.

Health Insurance – 4311-210 – shows an increase of \$93,116. This is an increase of \$17,000. Ms Gordon noted that this is a substantial portion of the entire budget for the Highway Department. Selectman Milbrand commented that the Select Board is looking

at many plans and options regarding Health Insurance. Mr. Carr asked if they have considered offering a different policy for the new employees. Selectman Milbrand stated that they have not considered that but will look into it.

HIGHWAY PROJECTS:

Drainage Project – 4312-360 – shows an amount of \$20,000. Mr. Bucklin stated that two storm drains need replacement. Mr. Chevalier asked about the \$17,500 that was budgeted last year. Mr. Bucklin explained that it is set aside specifically for the Cummings Beach project.

Resurfacing Roads –4312-390 – shows a budgeted amount of \$300,000. Mr. Bucklin listed the roads he has scheduled for resurfacing.

Street Lighting –4319-410 – shows an amount of \$43,000. Mr. Chevalier asked how much has the lighting come down since the new light fixtures were installed. Town Administrator Capone explained that the payback for the fixtures is a 24-month period from April 2011 to April 2013. He is considering using two lines for this item, one to show the amount of the payback and the other to show the actual use. This would allow the people to see the savings. Mr. Thouin suggested adding a third line showing what the old lights would have cost.

SOLID WASTE DISPOSAL:

CRSW Tipping Fees –4324-366 – remains the same as last year. Mr. Bucklin explained that new prices have not been set yet. They are trying to keep level pricing for the next two years while the single stream recycling is installed.

Attendants –4324-120 – show a slight increase. Mr. Bucklin explained that they changed the hours that the facility is open and this increase is a result of the increased hours.

New Equipment – 4324-810 – shows an amount of \$7000. Mr. Bucklin stated that they need a new 50-yard roll off.

Mr. Simard asked how is it going with adding Hebron. Mr. Bucklin replied that it has had very little effect and it has not shown a great increase in volume. Town Administrator Capone added that the Hebron Selectmen are very happy with the service and would like to continue using our transfer station.

Chairman Lagueux thank Mr. Bucklin for meeting with the Budget Committee.

TOWN CLERK:

Chairman Lagueux welcomed Raymah Simpson, Town Clerk/Tax Collector to the meeting and asked her to give the highlights of the budget.

Supervisors of the Check List – 4140-131– shows an amount of \$4500. Ms Simpson explained that the increase is to cover the 4 elections, the Town Meeting and the extra work sessions.

Ballot Clerks – 4140-191 – shows an amount of \$1800. Ms. Simpson stated that there are 4 elections this year.

Voting Machine –4140-291 – shows an amount of \$5000. Ms. Simpson explained that after each election the voting machine needs to be sent for maintenance to have it cleared from the past election and reset for the next one.

New Equipment –4140-810 – shows an amount of \$2500. A new computer, monitor and a couple of chairs are needed for the Town Clerk/Tax Collector’s use. The actual estimated cost is \$5000 and would be divided between the two budgets. Ms. Simpson stated that she would like to begin using the Avatar program for tax collecting enabling the residents to pay online and to use Debit/Credit Cards for payment. She is searching for a credit card provider that will not cost the customer or the town a lot of money and one that will accept all the card types.

TAX COLLECTOR:

Computer Support – 4150-342 – shows an amount of \$5850. This amount will likely change as new information is received.

Recording Fees – 4150-390 – shows an amount of \$1000. As late taxes are paid they are sent to Grafton County in Haverhill where the payment is recorded and the liens are removed from the individuals credit report. These are sent twice a month.

Postage –4150-625 – shows an amount of \$4000. This is an increase due to the increase in mail volume and the cost of postage.

Chairman Lagueux thanked Ms Simpson for coming to the Budget Committee meeting.

OTHER BUSINESS:

Member Comments:

Mr. Thouin stated that there are some line items on the budget that have been there for years and never used. There are other items that cover too much information and should be divided out. (For example the boat line in the Fire Department where one line item amount includes two boats. It should be two line items.) Mr. Thouin asked if there was a procedure to add and delete lines in a budget. Town Administrator Capone stated that there is and he will look into it.

Mr. Carr asked for a census of the Budget Committee. He asked if they would like to see the Accrued Benefits by Departments returned to the budget. He stated that this is an actual line item. When it was originally set up each department was to set aside 60% to cover this expense. If any of it was used then the next year they would budget the expense to maintain the 60%; if it was not spent then the department head did not have to budget for more. At the end of the year the balance is turned over to the Trustee of the Trust Fund so it would not go into the general fund, preventing it from being used for any other item. Mr. Carr stated that this is a true budget item and if we want a true budget then it needs to be included in each department.

The Accrued Benefits is paid to employees who have terminated their employment and have not used all there paid benefits. In the past vacation time could be carried over

for several years and when they leave the accrued benefits is paid which could be several thousands of dollars. The Accrued Benefits line was established to prevent an unbudgeted expense being paid. Currently, there is approximately \$90,000 set aside for this item. Concern was expressed that to increase each department to the 60% might be asking for money that is not currently needed. An option would be to show it as a single line item and see what was spent out of it each year. Another option would be to ask for the funds in a warrant article. Mr. Carr stated again that it is a true department expense and to show it accurately it should be included in the department's budget.

The committee asked the Town Administrator to determine if the \$90,000 was close to the 60%. The committee also wanted to know what the policy was regarding sick leave, vacation time and how long the employee could carry it over. Chairman Lagueux asked the members to consider this request for further discussion at another meeting.

Ms. Gordon asked what the status of the revaluation is and when will the tax rate be set. Town Administrator Capone stated that the bills would be sent later than planned. The revaluation figures are expected next week; which is later than planned, moving the process back a few weeks. Tax bills will probably be mailed the end of November. This delay will likely cause the Town to have to borrow money to cover the gap.

Town Administrator Comments:

Town Administrator Capone distributed a hand out from the Fire Chief in response to Vice Chairman Simard's report from last week. Town Administrator Capone stated that Fire Chief Yannuzzi looked through the report and felt that his handout is a more accurate comparison.

Next Meeting:

The next meeting will be November 7 at 7:00 pm at the Town Office Building. The Committee will meet with the Police Department.

ADJOURNMENT:

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

Respectfully submitted,
Emily Hemingway
Recording Secretary