

Approved as written at the January 30, 2012 Bristol Budget Committee meeting

**BRISTOL BUDGET COMMITTEE
MEETING MINUTES
January 16, 2012**

Present:

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

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 members to review of the minutes from the January 9, 2012 meeting. Vice Chairman Simard made a motion to accept the minutes as written and was seconded by Ms Greenwood. Mr. Thouin and Town Administrator Capone suggested minor changes to the wording for better clarification. Chairman Lagueux called for a vote to accept the minutes as amended. This passed with 12 in favor and one abstention.

Old Business:

Vice Chairman Simard asked if a total resulting from the changes has been tallied. Town Administrator Capone stated that he is working on a new budget to have ready by Wednesday, January 18, 2012. He will make it available on line, and in hard copy for anyone who would like to pick it up at the Town Office.

NEW BUSINESS:

Chairman Lagueux resumed the deliberation of the proposed budget.

LIBRARY:

Ms Greenwood made a motion to adopt the Select Boards amount of \$145,870 less the adjusted wage amount as previously voted for the total Library budget. Ms Costigan seconded the motion.

Ms Greenwood stated that the Library worked hard to keep the numbers as close to last years as possible. She confirmed that the increase in last year's budget was a result of the change in head librarian. Town Administrator Capone stated that the part time assistants have changed in hours and positions and he needs to check with the head librarian regarding those numbers. This may lower the total budget slightly.

Ms Gordon asked if the new expansion is approved would it affect the operating budget. She noted that the larger space should change the cost of utilities and maintenance. Ms Greenwood replied that if the building is approved it would not be

completed until December so this budget would not be affected but those items will be adjusted in the 2013 budget.

Chairman Lagueux called for a vote on the motion

Ms Greenwood made a motion to adopt the Select Boards amount of \$145,870 less the adjusted wage amount as previously voted for the total Library budget. Ms Costigan seconded the motion. The motion **passed** with all in favor.

PATRIOTIC:

Mr. Keegan made a motion to add a line to this category for the Bristol Historical Association liability Insurance for the amount of \$175. Ms Greenwood seconded the motion.

Mr. Keegan explained that the Historical Association is not supported and they are requesting help for half the insurance premium. The Town's insurance covers the building but not the contents.

Selectman Shackett questioned if this was the appropriate place within the budget for this line item. He is not disputing the cost just the location within the budget.

Mr. Keegan amended the motion to add a line to INSURANCE for the Bristol Historical Association liability insurance for the amount of \$175. Ms Greenwood seconded the motion. This **passed** with all in favor.

Mr. Chevalier made a motion to adopt the Select Boards amount of \$11,200 for the total Patriotic budget. Mr. Preble seconded the motion. This **passed** with all in favor.

CONSERVATION COMMISSION

Vice Chairman Simard made a motion to accept the Select Boards proposed amount of \$810 for the total Conservation Commission budget. Mr. Arseneau seconded the motion. This **passed** with all in favor.

HISTORIC DISTRICT COMMISSION:

Mr. Chevalier made a motion to adopt the amount of \$996 less the adjusted wage amount as previously voted for the total Historic District Commission budget. Vice Chairman Simard seconded the motion.

Mr. Chevalier stated that this would reduce the secretary's wage to \$800; which compares with the actual amount of last years.

Ms Gordon stated that she is a member and gave a brief explanation of what its work includes.

Selectman Shackett asked if the intention of the motion was to zero out the last two items. Mr. Chevalier stated that it was. Ms Gordon replied that postage is needed because abutters need to be notified of any changes that may affect their property.

Mr. Preble asked with the potential increase of activity for the Historic Association will the secretary have more work. Ms Gordon felt that the \$800 was not an unreasonable amount to budget.

Vice Chairman Simard amended the motion to \$998 to put the \$1 amounts in the last two items. Ms Gordon seconded the motion. This **passed** with all in favor.

Chairman Lagueux called for a vote on the motion:

The motion is to accept \$998 for the total Historic District Commission budget.

This **passed** with all in favor.

SOCIAL SERVICES:

Mr. Keegan made a motion to adopt the Select Boards proposed amount of \$14,300 for the total Social Services budget. Mr. Preble seconded the motion. This **passed** with 11 in favor, 1 opposed and 1 abstention.

PRINCIPAL L/T DEBT:

Mr. Chevalier made a motion to accept the Select Boards proposed amount of \$142,862 for the total Principal L/T Debt budget. Ms Greenwood seconded the motion. This **passed** with all in favor.

INTEREST L/T DEBT:

Mr. Chevalier made a motion to adopt the Select Boards proposed amount of \$46,296 for the total Interest L/T Debt budget. Ms Greenwood seconded the motion. This **passed** with all in favor.

TAX:

Mr. Chevalier made a motion to adopt the Select Boards proposed amount of \$3000 for the total Tax budget. Ms Greenwood seconded the motion.

This **passed** with all in favor.

Chairman Lagueux thanked the Select Board and the Town Administration for their efforts in bringing this number down from what it was a few years ago.

CAPITAL PROJECTS:

Ms Greenwood made a motion to accept the Select Boards proposed amount of \$25,000 for the total Capital Projects budget. Mr. Preble seconded the motion.

The Town Administrator explained that when the Town Building Maintenance Fund was originally discussed it would cover the repairs to all the Town's building when unexpected emergency arose. He used the example of a furnace needing replacement.

Vice Chairman Simard made a motion to deduct \$5000 from the Town Master Plan (line 4901-765) reducing it to \$5000. Mr. Arseneau seconded the motion.

Selectman Shackett stated that when this was originally presented to the Select Board it was for \$30,000 with the Lake Regions Planning doing all the work. The Select Board reduced it to \$10,000 allowing the citizens of Bristol to participate in this project.

Chairman Lagueux stated that this project takes time and would not be completed in 2013. The proposed \$5000 would give enough to get the project started.

Mr. Chevalier asked if this could be an ongoing project and updated annually without having to rewrite it. Town Administrator Capone replied that typically the Master Plan is

updated every 10 years. There are different ways to accomplish the end result some do an entire rewrite of the plan, or the existing plan is rewritten by sections. They want as much community involvement as possible and usually they solicit for participation.

Chairman Lagueux called for a vote on the motion given by Vice Chairman to reduce the Master Plan to \$5000.00. This **passed** with a vote of 12 in favor and 1 opposed.

Chairman Lagueux called for a vote to adopt the amount of \$20,000 for the total Capital Projects budget. This **passed** with all in favor.

CAPITAL EQUIPMENT:

Mr. Arseneau made a motion to zero both line items and put them before the Town voters as warrant articles. Vice Chairman Simard seconded the motion.

Mr. Arseneau stated that both items are asking for a lot of money and he would prefer letting the taxpayers decide if these two items should be purchased.

Ms Gordon agreed that the ambulance should be a warrant article but the police cruiser is usually included in the budget because it is an annual purchase. Selectman Shackett explained that if we go one year without purchasing a cruiser then we might need to purchase two the next year. Vice Chairman Simard stated that if we maintain the vehicles they will last longer. He is in favor of letting the voters decide.

Chairman Lagueux stated that he is not in favor of the motion as stated but would agree with a motion to place the ambulance in a warrant article and leave the cruiser as within the operating budget.

Mr. Thouin amended the motion to return \$34,200 to the Capital Equipment budget and place the ambulance warrant article. Mr. Preble seconded the motion. This **passed** with 11 in favor and 2 opposed.

Chairman Lagueux called for a vote on the motion to adopt \$34,200 for the total Capital Equipment budget. This **passed** with 12 in favor and 1 opposed.

Town Administrator Capone stated that the intent of including these items in the budget is to keep everyone aware of potential numbers. Selectman Shackett stated that we can ask for a warrant article but it is up to the Board of Selectmen to do that and to determine how to pay for the item.

Mr. Thouin made a motion to recommend to the Select Board the \$150,000 goes into a warrant article. Ms Greenwood seconded the motion. This **passed** with all in favor.

Mr. Thouin stated that the Budget Committee should recommend the warrant article rather than leave the line as zero.

SEWER SURPLUS TRANSFER:

Mr. Chevalier made a motion to adopt the amount Select Boards proposed amount of \$803 for the total Sewer Surplus Transfer budget. Ms Greenwood seconded the motion. This **passed** with all in favor.

SEWER CAPITAL PROJECTS:

Vice Chairman Simard made a motion to adopt the amount Select Boards proposed amount of \$3851 for the total Sewer Capital Projects budget. Mr. Carr seconded the motion. This **passed** with all in favor.

Mr. Chevalier noted that there would be a warrant article regarding the water and sewer lines in the Town Square renovation project.

SEWER OPERATIONS:

Mr. Chevalier made a motion to adopt the Select Boards amount of \$323,631 less the adjusted wage amount as previously voted for the total Sewer Operations budget. Mr. Preble seconded the motion. This **passed** with all in favor.

WATER SURPLUS TRANSFER:

Mr. Chevalier made a motion to adopt the amount Select Boards proposed amount of \$8395 for the total Water Surplus Transfer budget. Mr. Keegan seconded the motion. This **passed** with 12 in favor and 1 abstention.

WATER CAPITAL PROJECTS:

Mr. Chevalier made a motion to adopt the amount Select Boards proposed amount of \$62,316 for the total Water Capital Projects budget. Ms Greenwood seconded the motion.

It was asked if the money not spent on line 4332-916 should be encumbered because it was not spent.

Vice Chairman made a motion to table this motion until after the Public Hearing to allow time for information regarding the need to encumber this money. Mr. Chevalier seconded this motion. This **passed** with all in favor.

WATER OPERATIONS:

Mr. Chevalier made a motion to adopt the Select Boards amount of \$345,907 less the adjusted wage amount as previously voted for the total Water Operations budget. Vice Chairman Simard seconded the motion. This **passed** with all in favor.

This concluded the third deliberation portion of the meeting.

Member Comments:

Mr. Thouin asked if Fire Chief Yannuzzi gave the new budget amounts. Town Administrator Capone stated that he has them but wants to get more information from the Fire Chief before distributing the new numbers.

Vice Chairman Simard asked if Police Chief Lewis had provided the calls to service report he requested. Town Administrator stated that he has them and will send them out to everyone.

Vice Chairman Simard asked how many signatures are needed for a warrant article. Town Administrator Capone replied, that 25 signatures of registered are needed. The Town Clerk will verify all the signatures.

Chairman Lagueux stated that he received the resignation from the Secretary of the Budget Committee. He added that her work was appreciated.

Mr. Chevalier made a motion to return the \$4000 to line item 4290-810 – Emergency Management New Equipment. Ms Greenwood seconded the motion. This **passed** with 12 in favor and 1 abstention.

Mr. Chevalier stated that it is important the proper equipment is available to communicate in time of emergency. Town Administrator stated that he worked with the Police Chief and Fire Chief during the recent hurricane and communications was a problem. Cell phone service is not available within the fire station.

Mr. Arseneau asked the Budget Committee to reconsider the Fire Department and Police Department's budget. He believes the Town has more police and fire coverage than needed.

Mr. Arseneau made a motion to reduce the Police Departments total budget to \$900,000 and the Fire Departments total to \$861,021. Vice Chairman Simard seconded the motion.

Vice Chairman Simard stated that the Committee asked the Fire Chief to reduce his budget to \$900,000 he supplied us with cuts that would bring his budget to \$861,021. Vice Chairman Simard feels we should go with the Fire Chief's reduced amounts. Ms. Greenwood stated that a compromise was made regarding the Fire Department's budget and would like to stay with amount previously voted on.

Chairman Lagueux called for a vote to reduce the Fire Department's total budget to \$861,021. This **failed** with 4 in favor and 9 opposed.

Selectman Shackett stated that he is not in support of cutting the Police Department's budget to \$900,000. The Police Chief would cut the new equipment and fuel both items are needed. The new equipment would include video cameras in the cruisers and at the police station. Reducing the fuel would impact the use of the cruisers and reduce the police presence around the Town. Mr. Carr added that study shows the Police Chief should increase his fuel costs not reduce it. He also noted that the new cruisers would have better fuel efficiency. Ms Gordon stated that she was impressed with the ways he made the requested cuts based on comments he had received. Having less presence and service by the Police is something the voters determine.

Chairman Lagueux called for a vote to reduce the Police Department's total budget to \$900,000. This **passed** with 7 in favor and 6 opposed.

Next Meeting:

The public hearing will take place at the Old Town Hall on January 23, 2012 at 7:00 pm.

The final deliberation meeting is scheduled for January 30.

A tentative meeting is scheduled for February 13. This meeting would come after final Warrant Articles are registered and after the final Select Board's meeting. If there are no changes to the budget then the Budget Committee will not meet on this date.

ADJOURNMENT:

Mr. Chevalier made a motion to adjourn the meeting. Vice Chairman Simard seconded the motion. It passed unanimously. The meeting adjourned at 8:45.

Respectfully submitted,
Emily Hemingway
Recording Secretary