

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

BRISTOL BUDGET COMMITTEE
PUBLIC HEARING Of The BUDGET MINUTES
January 23, 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, Ron Preble, Mark Chevalier

ABSENT:

David Carr

OTHERS PRESENT:

Town Administrator Michael Capone

CALL TO ORDER:

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

PUBLIC HEARING:

Chairman Lagueux welcomed everyone to the Public Hearing for the proposed 2013 budget. He will conduct the meeting in an orderly manner going department by department and page by page. It is up to him to determine the length of debate or questions but he will let everyone have an opportunity to speak. He asked that everyone state their name before asking their questions.

Chairman Lagueux stated that it was a long, hard year and a detailed process. The Budget Committee met with each Department Head, the CIP, and the Board of Selectmen. The first budget presented was a "wish list" and some of the departments was asked to reduce it by the Board of Selectmen and then again by the Budget Committee. The Budget Committee spent three meetings in deliberation. The proposed budget is now before you, the public, for comments. The Committee plans to meet on January 30, for a final deliberation meeting.

A few highlights of this proposed budget include:

- A .24% increase from last years budget
- No pay raises – other than a few positions that were reclassified and/or under a contract
- The Legal line continues to be lower than in prior years
- The Regional Associations – is level funded
- The Outside Details – is an area that is still uncertain more information is expected soon
- The Fire Department – is level funded

EXECUTIVE: Budget Committee Proposed amount of \$193,841

Mr. Paul Manganiello stated that he had attended the last few meetings and appreciated the work of the Budget Committee. He questioned if the salary structure and asked if it was the same throughout the budget. Chairman Lagueux that that it was.

ELECTION: Budget Committee Proposed amount of \$88,152

Ms Janet Cote asked if the voting machine was new. Chairman Lagueux stated that it was not new but it needed to be reprogrammed for each of the 4 elections this year.

FINANCIAL/TAX COLLECTOR: Budget Committee Proposed amount of \$163,676

Mr. Paul Manganiello noted the Assistant Tax Collector (4150-112) and asked what is part time? Town Administrator Capone explained that this position is divided with the Assistant Town Clerk (4140-110).

PROPERTY REAPPRAISAL: Budget Committee Proposed amount of \$108,365

No questions or comments regarding this item.

LEGAL: Budget Committee Proposed amount of \$17,500

No questions or comments regarding this item.

PERSONNEL ADMIN: Budget Committee Proposed amount of \$77,269

Mr. Paul Honan asked why the Workers Comp was higher. Town Administrator Capone stated that the insurance carrier had changed combined with an increase in claims the premium increased. Mr. Honan asked if a claim had been paid would that become public information? Town Administrator was not sure but typically that is not done. Mr. Honan stated that he assumed steps are taken to reduce claims. Town Administrator Capone explained that a committee reviews all claims to determine what went wrong and how to prevent it from happening again.

PLANNING BOARD: Budget Committee Proposed amount of \$9989

Mr. J P Morrison asked why the increase over last year's actual expenditures? The reason for the increase is Planning Board anticipates more activity this year.

ZONING BOARD: Budget Committee Proposed amount of \$5694

Ms Janet Cote recommended the Budget Committee look at the numbers again; even if revenues off set the expenses there are quite a few places that could be cut.

Ms Dolloff stated that the Zoning Board has quite a few cases coming up and there is a need to anticipate the expenses. Last year new zoning rules were created which reduced activity on the Lake and in the Town.

Town Administrator Capone added that it is difficult to estimate the costs but just in the last few months the Zoning Board has reviewed a case a month. It is anticipated that this will continue. He feels it is better to estimate high rather than low and not have enough money at the end of the year.

Ms Cote asked Ms Dolloff if the Zoning Board had a specific number to base this expense on. Ms Dolloff replied that they are assuming it will be a busy year.

TAX MAP: Budget Committee Proposed amount of \$3600

No questions or comments regarding this item.

GENERAL GOV'T BUILDINGS: Budget Committee Proposed amount of \$93,160

No questions or comments regarding this item.

CEMETERIES: Budget Committee Proposed amount of \$7000

No questions or comments regarding this item.

INSURANCE: Budget Committee Proposed amount of \$49,027

Mr. J P Morrison and Town Administrator had a brief discussion regarding the increased cost. Mr. Morrison asked the Town Administrator to look at private local carriers. Town Administrator Capone stated that he researched the larger companies and The Local Government Center had the best premium. Mr. Morrison agreed that it is difficult to compete with that but suggested he research with the local insurance agencies. Mr. Ernie Richards asked how many bids did the Town Administrator get. He replied two, from Primix and the Local Government Center. Town Administrator Capone stated that he would look at other carriers.

REGIONAL ASSOCIATIONS: Budget Committee Proposed amount of \$5,221

Ms Janet Cote asked why the Budget Committee chose the Select Boards amount of \$750 for the Garden Club rather than the \$700 requested from the Department. Ms Dolloff stated that the Garden Club President sent a letter requesting the increased amount after the initial requests were received.

OTHER GENERAL GOV'T: Budget Committee Proposed amount of \$15,000

Mr. Dana Ashley asked what are the criteria for use of the contingency fund? Chairman Lagueux stated that it is the Select Board's prevue to use the fund in case of emergency. The Budget Committee has requested that they be informed of any expenditure from this fund.

Ms Janet Cote asked what the \$7970 was spent on last year. Town Administrator Capone stated that near the end of the 2010-year the Select Board agreed to extend the Pemi Trail, which is a walking/bike trail from Bristol to Profile Falls. The Town is working with the Army Corp of Engineers on this project. This \$7970 was set aside for the engineers' expenses and any of this money that was not spent last year was encumbered.

Town Administrator explained that any money left in the contingency fund at the end of the year was returned to the general fund.

POLICE DEPARTMENT: Budget Committee Proposed amount of \$900,000

Chairman Lagueux stated that lots of discussion took place before agreeing on this amount. The Budget Committee asked the Police to determine where the cuts would be made to bring his budget down to \$900,000.

Police Chief Michael Lewis replied to a question regarding the salaries by stating that one position was empty for 13 weeks. When a position becomes available the new hire may be given a lower salary or a higher depending on the experience level of the new hire.

Mr. Chris Dolloff asked if the new equipment is for new items or is it to replace some old items with new ones. Police Chief Lewis stated that it is a combination; one of the new items he would like purchase is new video and recording equipment for a cruiser and for the station.

Mr. Dolloff stated that some of the changes in the budget do not make sense-cutting fuel to \$25,000, and reducing other expenses to \$1. He recommends the Budget Committee take another look at the Budget for the Police Department.

Mr. Paul Manganiello asked how many cruisers are there. Chief Lewis stated that there are five cruisers. The budget shows six but the 2003 cruiser is gone, he keeps a line item for three years to show the expenses.

Mr. Eric Rottenecker asked how many cruisers are driven home. Chief Lewis stated that he is the only one to drive the cruiser home.

Mr. Rottenecker asked if these vehicles have a maintenance agreement. Chief Lewis stated that most of the vehicles do not have an agreement. The work is generally done at the garages in Town but occasionally they need to go to Meredith Ford for specific repairs.

Mr. Charlie Burlow asked what cruiser the Police Chief used. He was informed that the Chief drives the oldest cruiser. Mr. Burlow suggested the department purchase a less expensive vehicle for use other than when responding to a call and leave the cruisers for Police work.

OUTSIDE DETAILS: Budget Committee Proposed amount of \$200,000

Chairman Lagueux explained that this amount may be lower the Budget Committee is waiting for more accurate numbers from the engineers.

Mr. J P Morrison asked why this amount is not included in the bids from the contractors. It was stated that it is but it is an expense that needs to be recorded in the budget. Revenues offset this amount.

Chief Lewis replied to a question regarding the costs. He stated that the officers covering this detail are paid \$40.00 per hour. This includes the taxes, benefits and retirement that the officer should receive. The Town charges the contractor \$65.00 per hour to cover the wage and any other related expenses.

Ms Cote stated that the taxpayer has to pay either way. The contractor charges more to cover this expense and the Town charges the taxpayer to cover the expense.

FIRE DEPARTMENT: Budget Committee Proposed amount of \$875,205

Ms Janet Cote asked about the Ambulance Member fees in the revenues. Fire Chief Yannuzzi replied that this is charged to the Towns of Hill, Alexandria and Danbury based on their usage of the ambulance. Ms Cote asked if there was a time when a Bristol resident was unable to receive this service because both ambulances were out of town. Chief Yannuzzi stated that he could not recall that happening and it is rare to receive a double call.

Mr. Paul Manganiello asked how much the Town of Bristol makes from these out of town calls. Does it cover the tires, fuel and wear and tear on the vehicle? Do the neighboring towns use our service because they do not want to pay for full time service in their own town? He is trying to understand if it makes sense to spend money on our vehicles by sending our equipment out of town. Fire Chief Yannuzzi stated that the Town of Bristol is responsible for $\frac{3}{4}$ of the calls for service.

Mr. David Hill stated that it would under utilization of our equipment and personnel if we did not offer this out of town service. Mr. Chris Dolloff stated that the more calls made by the firefighters and EMTS the more experience they receive and everyone is better served by it.

Mr. Paul Manganiello noted that Health Insurance is going up. Town Administrator explained that they have a new carrier and a new plan will take effect in July of 2012. He also explained that each department has a different mix of employees and insurance plans. It was asked if there was evidence of spouses using the Town's insurance plan rather than accepting the plan at their respective place of employment. Chairman

Lagueux stated that it is up to the Select Board to look at that type of information not the Budget Committee's. The response was that the Budget Committee is the public hearing board so they have to relay the message.

Ms Janet Cote asked what percentage do the employees contribute towards their insurance. Town Administrator Capone stated that all who participate in the Health Insurance program pays 7% of his or her premium. Ms. Cote noted that there is quite a difference between the Police Department and Fire Departments Health Insurance expenses. Town Administrator Capone replied it is a result of the mix of plans within each department. Police Chief noted that three of his officers do not use the Town's Health Insurance.

Later in the meeting, Mr. Paul Honan asked what type of policy it was HMO, HSA, or HRA. Town Administrator Capone explained that it was a HMO with Matthew Thornton that would become effective July 1, 2012. Mr. Honan stated that many companies are looking are moving away from HMOs and turning to HSAs. He would encourage the Town Administrator to look at these other types of Health coverage. It could save the Town some money.

FORESTRY: Budget Committee Proposed amount of \$2,500

No questions or comments regarding this item.

CROSSING GUARDS: Budget Committee Proposed amount of \$8,781

No questions or comments regarding this item.

EMERGENCY MANAGEMENT: Budget Committee Proposed amount of \$5,500

Mr. J P Morrison asked what the new equipment was. Fire Chief Yannuzzi stated that during the recent hurricane three areas of concern were realized: The telephone lines could not be used in the back room. That has been corrected; the Emergency Power was insufficient. The new generator is scheduled for delivery soon; the radio to communicate to those in the field was inadequate. He is asking for \$4000 to purchase stronger radio base to enable better communication.

HIGHWAY DEPARTMENT: Budget Committee Proposed amount of \$552,104

Mr. J P Morrison asked what the increase was. Chairman Lagueux stated that the roof on the Highway building needs replacement.

HIGHWAY PROJECTS: Budget Committee Proposed amount of \$220,000

Mr. Eric Rottenecker asked if any money was scheduled for work on the beach. Selectman Joe Denning stated that the work on the beach was paid through a grant and it reclaimed the Cummings Beach area and installed some drainage. No Beach work is scheduled this year.

STREETS/BRIDGES: Budget Committee Proposed amount of \$53,040

Mr. Eric Rottenecker asked what is the Smart Start Program? Town Administrator Capone explained that it was voted to install new energy efficient lighting. The Smart Start Program provided was of funding this installation. The Select Board chose the quickest way to pay back this expense. The budget shows the first payment and the final payment is anticipated to be May of 2013. Once this is paid back then we will see the cost benefits of the new lighting.

SOLID WASTE DISPOSAL: Budget Committee Proposed amount of \$269,514

Mr. Paul Manganiello noted the increase in the Construction & Demo disposal. Town Administrator explained that it is an increase in the fees charged to the Town. Chairman Lagueux responded to a question about the new equipment stating that it is a new roll-off container that may need to be purchased if the old container cannot be repaired.

Mr. Manganiello asked if it had anything to do with the Town of Hebron coming on line. Town Administrator Capone stated that it did not. He is tracking the expenses to determine if The Town of Hebron's use has increased our expenses. So far it has not shown a large impact on our operating expenses.

Mr. J P Morrison stated that he likes the idea of tracking this expense and recommended that the ambulance be tracked in the same way. He would like to see what it costs us to send our ambulance to other towns like we can see what the expense of having the Town of Hebron use our facility.

FIRE BETTERMENT: Budget Committee Proposed amount of \$0 (zero)

Department Head Jeff Chartier requested that the Budget Committee put the \$10,000 back into this line item. He stated that it costs the water department approximately \$19,000 to maintain the fire hydrants. He is asking for \$10,000.

LAND USE/HEALTH: Budget Committee Proposed amount of \$14,209

No questions or comments regarding this item.

ANIMAL WELFARE: Budget Committee Proposed amount of \$750

No questions or comments regarding this item.

HEALTH AGENCIES: Budget Committee Proposed amount of \$33,600

No questions or comments regarding this item.

WELFARE ADMIN: Budget Committee Proposed amount of \$14,205

No questions or comments regarding this item.

WELFARE SERVICES: Budget Committee Proposed amount of \$62,100

No questions or comments regarding this item.

RECREATION: Budget Committee Proposed amount of \$97,748

Mr. J P Morrison asked if a fair formula for charging the participating towns has been established. Ms Les Dion stated that a few years ago it was decided not to raise the Town of Bristol's fee and bring the neighboring Town's up to the level of their use. However when the economy slumped it was decided to level fund each Town. When the economy picks up they will look at bringing the neighboring Town's up to the proper use and not raise the Town of Bristol's expenses.

BEACHES: Budget Committee Proposed amount of \$16,204

No questions or comments regarding this item.

KELLEY PARK: Budget Committee Proposed amount of \$42,657

No questions or comments regarding this item.

LIBRARY: Budget Committee Proposed amount of \$143,518

Ms Janet Cote asked how many part-time employees the Library had. Ms Greenwood stated that they have two part-time and one page. There is enough in the budget to fund a third part-timer for the summer months.

PATRIOTIC: Budget Committee Proposed amount of \$11,200

Selectman Shackett noted that there is a \$5000 offset for the summer concerts. This is a contribution from Bristol Shop N Save.

CONSERVATION COMMISSION: Budget Committee Proposed amount of \$810

No questions or comments regarding this item.

HISTORIC DISTRICT COMMISSION: Budget Committee Proposed amount of \$998

No questions or comments regarding this item.

SOCIAL SERVICES: Budget Committee Proposed amount of \$14,300

No questions or comments regarding this item.

PRINCIPAL L/T DEBT: Budget Committee Proposed amount of \$142,862

No questions or comments regarding this item.

INTEREST L/T DEBT: Budget Committee Proposed amount of \$46,296

No questions or comments regarding this item.

TAX: Budget Committee Proposed amount of \$3,000

Mr. J P Morrison would like to see this number eliminated. Why borrow money when the Town can make purchases? He suggested making this \$1.

Mr. Eric Rottenecker asked what is the shortfall of collected taxes? Town Administrator Capone stated that it is less than 10%. He explained that the time the taxes are sent out and the payments are received creates a cash flow shortage. He is working to ease this situation and eventually not need to borrow.

Ms Janet Cote asked if there is any thought of using a quarterly tax bill. Town Administrator Capone stated that this is mostly done in larger towns. We could do it. Ms Cote asked him to look into it she thinks it might be easier for the taxpayer to receive smaller tax bills.

CAPITAL PROJECTS: Budget Committee Proposed amount of \$20,000

Mr. Paul Honan asked if the Central Square project was scheduled. He was informed it is scheduled to begin this spring.

Mr. Eric Rottenecker asked what happened to the Sewer to Lake project and the \$15,000 that was approved at the Town Meeting for this project. Selectman Joe Denning replied that the grant money never appeared therefore the project is no longer on the table. The \$15,000 went to the engineering firm.

Mr. Paul Manganiello inquired about the Master Plan and why it wasn't part of the Planning Board's budget. The response was it is a specific item and not an ongoing operating budget item. Chairman Lagueux stated that the original amount was \$30,000 with an outside firm doing all the work. The Budget Committee lowered it to \$5000 to get the ball rolling. Mr. Rottenecker questioned the timing of this stating that if grant money is not available then why go through this expensive process. He suggested putting this off until times get better. He was informed that it is a State law that the Master Plan be reviewed and updated and it is time for ours to begin the process. The Town can save considerable money with taxpayers volunteering to work on the Master Plan.

CAPITAL EQUIPMENT: Budget Committee Proposed amount of \$34,200

Mr. Eric Rottenecker asked why the Police Cruiser was a line item and not a warrant article. Chairman Lagueux replied that a cruiser is purchased every year. He added that the Budget Committee asked the Board of Selectmen to present the ambulance as a warrant article.

Mr. Rottenecker asked if this rotation of vehicles was just a guideline that we set or is it a standard used in other towns. Police Chief Lewis replied that he asked other towns and found that several replace their cruisers more often that we do. Chief Lewis also stated that if the Town would allow a revolving fund for the Police Department then the cost of the cruisers would be absorbed through that fund.

OTHER CAPITAL OUTLAY: Budget Committee Proposed amount of \$0 (zero)

No questions or comments regarding this item.

CAPITAL RESERVES: Budget Committee Proposed amount of \$0 (zero)

No questions or comments regarding this item.

SEWER SURPLUS TRANSFER: Budget Committee Proposed amount of \$6,496

No questions or comments regarding this item.

SEWER CAPITAL PROJECTS: Budget Committee Proposed amount of \$3,851

No questions or comments regarding this item.

SEWER OPERATIONS: Budget Committee Proposed amount of \$319,333

No questions or comments regarding this item.

WATER SURPLUS TRANSFER: Budget Committee Proposed amount of \$1

No questions or comments regarding this item.

WATER CAPITAL PROJECTS: Budget Committee Proposed amount of \$62,316

No questions or comments regarding this item.

WATER OPERATIONS: Budget Committee Proposed amount of \$341,751

No questions or comments regarding this item.

Chairman Lagueux stated that is the proposed budget for 2012. The Budget Committee will meet on January 30 for a final deliberation session. The Committee will take into

consideration the comments given at tonight's meeting as they determine any changes in this budget.

WARRANT ARTICLES:

TO SEE IF THE TOWN WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF EIGHT HUNDRED EIGHTY-EIGHT THOUSAND DOLLARS (\$888,000) TO BUILD AN ADDITION TO THE MINOT-SLEEPER LIBRARY AND RENOVATE THE EXISTING LIBRARY BUILDING, AND TO AUTHORIZE THE ISSUANCE OF NOT MORE THAN THE AMOUNT OF EIGHT HUNDRED EIGHTY-EIGHT THOUSAND DOLLARS (\$888,000) OF BONDS OR NOTES IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL FINANCE ACT (RSA 33) AND TO AUTHORIZE THE MUNICIPAL OFFICIALS TO ISSUE AND NEGOTIATE SUCH BONDS OR NOTES AND TO DETERMINE THE RATE OF INTEREST THEREON. THE FIRST BOND PAYMENT WILL BE INCLUDED IN THE 2013 BUDGET.

Ms Greenwood stated that this is the third time coming before the town. They listened carefully at the Town Meeting and took seriously what the voters had to say. The library committee hired a new architect and local contractors would do the work. The library is very busy and in desperate need of space. The town residents receive a good value for the money spent.

TO SEE IF THE TOWN WILL VOTE TO RAISE AND APPROPRIATE THE SUM OF EIGHT HUNDRED AND FIFTEEN THOUSAND DOLLARS (\$815,000) TO PAY FOR WATER AND SEWER IMPROVEMENTS IN CENTRAL SQUARE, AND TO AUTHORIZE THE ISSUANCE OF NOT MORE THAN THE AMOUNT OF EIGHT HUNDRED AND FIFTEEN THOUSAND DOLLARS (\$815,000) OF BONDS OR NOTES IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL FINANCE ACT (RSA 33) AND TO AUTHORIZE THE BOARD OF SELECTMEN TO ISSUE AND NEGOTIATE SUCH BONDS OR NOTES AND TO DETERMINE THE RATE OF INTEREST THEREON; FURTHERMORE TO AUTHORIZE THE ACCEPTANCE OF GRANT MONIES FROM ALL RURAL DEVELOPMENT, STATE REVOLVING LOAN FUND (SRF) RSA 486.14 ESTABLISHED FOR THIS PURPOSE, AND/OR ANY OTHER GRANT OR AID, WHICH MIGHT BE AVAILABLE FOR THIS PROJECT. THE FIRST BOND PAYMENT WILL BE INCLUDED IN THE 2013 BUDGET.

Mr. David Hill asked why the Town should vote on this article. Mr. Chartier stated that the Town has the bonding authority.

Mr. Eric Rottenecker asked how this money was to be recovered. Selectmen Shackett stated that the plan is to have the water/sewer users pay for this. It is estimated to be less than \$50 per year. Mr. Hill stated that he feels it would appropriate for all the taxpayers to pay a small percentage of this amount. The burden should not be placed only on the users. Mr. Rottenecker agreed stated that we can't segregate who pays for certain portion expenses of the Town. Mr. Honan added that it is not right to place the burden on some of the taxpayers.

TO SEE IF THE TOWN WILL VOTE TO RAISE AND APPROPRIATE ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) FOR THE PURCHASE OF AN AMBULANCE AND TO FURTHER AUTHORIZE THE WITHDRAWAL OF SIXTY FOUR THOUSAND DOLLARS (\$64,000) FROM THE FIRE DEPARTMENT EQUIPMENT CAPITAL RESERVES FUND AND SIXTEEN THOUSAND DOLLARS (\$16,000) FROM THE AMBULANCE REPLACEMENT CAPITAL RESERVE FUND. THE BALANCE OF SEVENTY THOUSAND DOLLARS (\$70,000) FOR THE PURCHASE OF THE AMBULANCE IS TO BE RAISED THROUGH GENERAL TAXATION.

Mr. David Hill stated that the CIP have tried for several years to a capital reserves fund for the ambulance. He does not feel it is appropriate to drain the Fire Department's reserve fund to make the purchase of the ambulance look good this year.

Chairman Lagueux stated that he personally is not in favor of a capital reserve fund. Vice Chairman Simard is in favor of a reserve fund but it is not presented to the Budget Committee.

NEXT MEETING:

The final deliberation meeting is scheduled for January 30.

ADJOURNMENT:

Vice Chairman Simard made a motion to adjourn the meeting. Ms Greenwood seconded the motion. The motion passed unanimously. The meeting adjourned at 9:45.

Respectfully submitted,
Emily Hemingway
Recording Secretary