

APPROVED

Budget Committee

Meeting Minutes

June 11, 2012

Present:

Shaun Lagueux-Chairman, Mark Chevalier-Vice Chairman, Barbara Greenwood, Kerrin Rounds, Paul Manganiello, Jon Thouin, Ron Preble, David Carr, Jeff Shackett-Selectman, William Cote, Tom Keegan

Absent:

Dorcas Gordon, Ashley Dolloff

Others Present:

Michael Capone-Town Administrator, Michael Lewis-Chief of Police, Mark Bucklin-Highway Superintendent, Michael Bannon

Call to Order:

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

Review of Minutes:

Chairman Lagueux asked the members to review the May meeting minutes. Mark Chevalier made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor with two abstentions by Tom Keegan and Shaun Lagueux.

Old Business:

No old business was discussed.

New Business:

Mr. Bannon read a prepared statement to the committee regarding the budget cuts that were voted in at town meeting in March.

Mark Bucklin presented the committee with the highway department budget updates. In all, the department is not too bad with expenditures:

- Kubota has had transmission and axle issues

- Backhoe has had repairs to electronic and computer issues
- Sweeper has had broom parts replaced
- Paving projects have just been started. Mark has met with the paving company to get quotes.
- Solid waste: expanded hours until 6pm have started for the top section only. A new contract hasn't been signed for the hauling rates.
- Single Stream recycling: Best Way is currently shipping out the recycling. Mark had a discussion with Concord Regional Co-op to start the town's own single stream recycling, but they backed out of the plan.
- Budget cuts: just over \$15,000 in reductions to several budget lines: paving, supplies, mowing, and sidewalks. David Carr asked what amount of money would get the road projects program back on schedule. Mark felt that amount would be \$500,000 - \$600,000.
- Alexandria's mower was borrowed for 2 days in exchange for their use of Bristol's chipper.
- Current staff: there is a rotating schedule for the summer months with 2 employees working ½ days on Friday. Trash along the bike Path and downtown is being picked up on Mondays and Fridays and the beaches are cleaned on Friday mornings.
- Fueling is still done at New Hampton, but soon the state pump shed will be available for fuel.

Chief Michael Lewis presented the committee with updates on the police department budget.

- The department received a \$16,000 grant (non-matching) to cover the replacement of 5 out of 10 portables (personal radios). If purchased the price would have been \$5200 each.
- DWI granted 3 hour blocks of time on Friday and Saturday nights for patrol purposes.
- Programs: Department takes part in the Click it or Ticket grant program. There were 3 successful prescription drug take back days. The DARE program graduated the 5th grade class. Both the 5th and 6th grade classes will participate next school year.
- A Bristol officer was chosen to attend a week long class at the FBI base in Quantico to become a certified expert in clandestine meth labs. There is no cost to the town and the officer brings back \$3500 in gear to safely enter a meth lab.
- Budget concerns: A full time officer will start taking the health insurance plan (family plan) starting in July. This was not budgeted for in the current year budget.

That budget line will be short \$12,000. Out of 9 full time officers, 5 take the health care plan.

- Overtime and part time wages have increased due to drug arrests and some staffing shortages. Chief Lewis would like to see those lines funded at the historically increased levels. Chief Lewis has been covering some shifts.
- Prosecutor will be submitting a contract at a much greater rate than the present amount.
- Space needs issue: paperwork has been submitted to CIP for an addition to the town offices building. A ballpark cost is \$350,000. There are serious concerns about the juvenile/adult holding facilities.
- Outside details discussion: Dave Carr asked Chief Lewis to describe how outside details work. The chief decides when an officer is needed for events. There is offsetting revenue to this expenditure line.
- Dispatch expense is paid once a year.
- New cruiser: this is an unmarked vehicle that is used for sensitive calls and juvenile transport. It is equipped with a cage and now has everything needed to do the job. The SUV was equipped with video/audio through a grant.
- Kerrin Rounds asked for clarification on several items. The 5 portables not replaced will need to be replaced and paid either through a grant or in the operating budget. The prosecutor hours are 32 hours per week/51 weeks per year. A video/audio device will need to be in place in the juvenile/adult holding facilities. Chief Lewis explained the different roles and responsibilities of the two Sergeants and lieutenant.

Member Comments:

Dave Carr requested an updated list of committee member's home addresses, phone numbers, and email addresses. He also requested a copy of the committee rules be made available for the new members.

Shaun Lagueux asked about the status of the Mica building project. The soil and ash has been hauled away. The soil will need special handling as it was contaminated with lead. The money to pay for the contaminated soil costs and the contractor work that DES was not able to fully fund will be paid through the contingency fund. No final bill has been received yet. Two bids were received for the rental/lease fee for the fencing around the perimeter, in the range of \$5500-\$6000.

The Transportation Enhancement grant project has the final documents at NH DOT. TD Bank has some parking lot concerns (access/exit issue) and the details are being worked out. This fall is a realistic time frame to start.

Dave Carr asked for a library project update. Barbara Greenwood told the committee that the final design plans were accepted by the library trustees on July 11th. The different segments of construction will be sent out to bid soon. The loan documents were submitted to Northway Bank. The rate set by Northway is 2.12%

Barbara Greenwood clarified a comment made by Michael Bannon earlier in the meeting. The gas station that was removed by the highway department was town property and was in disrepair and dangerous.

Paul Manganiello asked about the changes to the town personnel policy handbook. There were only a few changes that had to be made (some wording to job titles and some rules and regulations are better clarified). Benefits are included in the handbook, but nothing specific had to be changed. Jon Thouin asked if there was a dollar impact for rewriting the manual. Nothing in particular stands out concerning that.

Administrator Comments:

- A revised schedule for budget meetings was sent out.
- Revenue/ Expense reports will be sent in PDF format and not printed for each meeting. The committee agreed this was fine.
- Budgets will be produced in Excel.
- Michael Capone thanked Christina Goodwin for preparing the May meeting minutes.

Adjournment:

Mark Chevalier motioned to adjourn, seconded by Dave Carr, passed with all in favor. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Wendy Costigan

Recording Secretary

