

APPROVED

Budget Committee
Meeting Minutes
September 17, 2012

Present:

Shaun Lagueux- Chairman, Ron Preble, Barbara Greenwood, William Cote, Dorcas Gordon
Tom Keegan, Dave Carr, Jon Thouin, Paul Manganiello, Mark Chevalier, Jeff Shackett

Absent:

Ashley Dolloff and Kerrin Rounds

Others Present:

Michael Capone – Town Administrator and Don Milbrand - 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 the August meeting minutes. Ron Preble made a motion to accept the minutes as written, seconded by Jon Thouin. All were in favor with two abstentions by Mark Chevalier and Jeff Shackett.

Old Business:

No old business was discussed.

New Business:

The committee discussed the handout Dave Carr distributed at the August meeting.

- Fire Betterment should be reflected as a real cost.
- Wage increases were from changes in job descriptions and a carryover from the 1st quarter.
- Retirement costs are increasing statewide. The first increase is July 1, 2013. This will impact half of next year's budget. Full time municipal employees are required to be part of the retirement system.
- Health insurance is locked into an eighteen month rate. Departments will present any changes to this budget line during their presentations. Employees not participating in the health care benefit receive a \$1000 yearly stipend.
- Highway paving line was discussed as a possible warrant article to raise the full amount needed.

- Wages are 1/3 of the total budget. Wage increases will be a part of the budget discussion again.
- Accrued benefits fund has \$64,000 as of 8/2/12. The town carries \$56,000 in benefits liability.
- Dave Carr discussed the spreading this amount to each department according to their individual department costs.
- Contingency fund is very low in Dave Carr's opinion. He would like to see an increase in this budget line.
- Town clock budget figure is \$500. The clock is house at the Bristol United Church of Christ. The money is used to pay Bob Patten for annual maintenance of the clock.
- Departments should have cost controls for vehicle expenses including fuel, mileage, repairs, and equipment hours. The finance officer monitors the fuel prices from the state so departments can go where the fuel costs are lower. The town is not locked into using them for fuel. The town needs new bid pricing from the state.
- Annual Audits were discussed. The Town Administrator noted that while Town Office Staff is working to improve the level of reporting, annual audits are still a requirement. This would include additional costs when audits are required to account for Federal Funds spent on projects.
- Social services (welfare) that the town makes available to residents are defined by RSAs that set a minimal level. The town has controls in place through an application process. Reimbursements are received from recipients whenever possible.

Member Comments:

Barbara Greenwood reported that the concert series was very successful and well attended. Shop n Save has been very generous and a thank you is in order. Old Home Day was equally well attended this year.

Shaun Lagueux asked about the status of the library bids. Mr. Capone explained that the process has changed from the town acting as a general contractor to employing a construction management firm to oversee construction, revisit the design and budget, and facilitate hiring sub-contractors. Eight proposals were received on Friday September 13th. The oversight committee will review the proposals and make a recommendation to the selectboard.

Shaun Lagueux also asked about the downtown project. Mr. Capone reported that the drilling went well and that 244 feet of new pipe has been placed under the Newfound River and tied off at either end.

Four bids were received for the Downtown Enhancement project. It will hopefully be started this fall with the installation of new water and sewer lines. The tentative completion date is June 15' 2013.

Town Administrator's Report:

A new budget meeting schedule was handed out. One date, November 12th, will be looked at to see if it is a holiday and if it needs to be changed.

A roster of members is almost completed.

The long term debt schedule has two notes through the USDA that have been refinanced through the bond bank. It is estimated that the new rates will save more than \$30,000 in interest over the term of the notes.

A committee for the Old Town Hall and the old Fire Department building has been established. Their goal is to present a proposal with regard to these properties to town meeting.

Adjournment:

Mark Chevalier made a motion to adjourn, seconded by Ron Preble, passed with all in favor. The meeting was adjourned at- 8:15.

Respectfully submitted,
Wendy Costigan
Recording Secretary

