

**APPROVED**

Budget Committee

Meeting Minutes

November 26,  
2012

**Present:**

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

**Absent:** Tom Keegan, Ashley Dolloff, Kerrin Rounds

**Others Present:**

Michael Capone- Town Administrator; Archie Auger-Town Cemeteries

**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 November 12th meeting minutes. Ron Preble made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor.

**Old Business:**

The Town Administrator noted that the Hillside Booster station debt service would be paid from the Water and Sewer capital account.

The total amount of the three downtown projects is \$1,686,920.

**New Business:**

Archie Auger presented a report on the town cemeteries. There are 6 town cemeteries, most are 200 years old. There is paperwork in process to potentially accept a 7<sup>th</sup> cemetery at Hemlock Brook Road. The selectmen have to vote to accept this cemetery. The cemetery has to be surveyed and marked out. The goal of the Bristol Cemetery Trustees is to restore the Town cemeteries. This would include:

1. Keep the cemeteries clean, mowed, and remove debris
2. Rebuild/repair walls and gates
3. Repair/clean broken headstones
4. Replace/repair signs
5. Meet requirements of Chapter 289

Cemetery Trustees sources of income include \$500 from the annual town operating budget and interest on the principal from trust funds which is slightly over \$1,000.

Perry Brothers of Concord has supplied a quote to complete repair and cleaning work at the cemeteries. The scope of the work includes:

- Repair of 4 broken marble headstones - \$800
- Repair 5 leaners- \$750
- Clean 29 white marble headstones - \$2,755

The Cemetery Trustees are requesting \$3,500 to be included in the town operating budget to help pay for this project. The \$1,000 from the trust funds will be used also.

Michael Capone presented the Executive operational budget and updates on other departments.

Executive: Additional FICA and Medicare included amounts calculated from the Selectmen's stipends.

Line 560 (Meetings, Memberships, Trainings) now includes \$2940 for Lakes Region Planning Commission, which was previously included under Regional Associations.

Town Clerk: Line 342 (Computer Support) includes an updated amount for hardware and software support.

Finance: Line 111 (Finance Officer) is an adjusted amount for this position. FICA and Medicare are adjusted accordingly. Line 342 (Computer Support) includes an increased amount for support and maintenance.

Assessing: Line 342 (Computer Support) is increased for support and maintenance. Line 620 (Office Supplies) is slightly higher.

Legal: Line 320 The Town Administrator presently has 14,000 in the legal line, but may have to adjust that number depending on when the three abatement requests pending in the Superior Court and the Bureau of Tax and Land Appeals (BTLA) are heard.

Personnel Admin.: Line 250 (Unemployment Compensation) has decreased due to redistributed premiums with the Water and Sewer Department budgets. Line 260 (Workers Compensation) includes an increase to the premium.

General Gov't Buildings: Line 111 (Maintenance Custodian) has been decreased. The town will try to get by with less. Line 815 (Newfound Area Access) has been increased \$1,000. This expense is offset by a 5% franchise fee paid back to the town by Metrocast. The franchise fee amount for 2012 is \$58,851.20.

Land Use/ Health Office: Line 120 (Land Use/ Health Officer) is for a part-time employee. The position is for 16 hours per week.

Welfare Services: Line 440 (Welfare Rent) has been decreased.

Library: Line 192 (Assistant Director/Children's Librarian) is a part-time position changing to a full-time position starting April 1<sup>st</sup>. Appropriate adjustments were made to wages, Fica, Medicare, retirement and the Health Insurance line (210).

Principal L/T Debt: Line 730 (Central Square Project) debt service amount is \$27, 167.

Sewer Operations: Line 250 (Unemployment Compensation) shows the adjustment made from Personnel Admin Line 250.

Water Operations: Line 250 (Unemployment Compensation) shows the adjustment made from Personnel Admin Line 250.

**Member Comments:**

Dorcas Gordon asked when the payroll raises for town employees would be discussed. Jeff Shackett said the selectmen will present their argument for support of the raises on December 17<sup>th</sup> when they meet with the budget committee.

Shaun Lagueux asked about the central square and library projects. Michael Capone reported that the central square project is progressing well. Currently a sewer line is being dug. Work is also being done to water and drainage lines. The work will continue close to Christmas and then begin again in the spring. There are project status meetings every Tuesday morning at 9am at the Town Office.

The library project is on schedule and the overall budget is good. There are project status meetings every Wednesday afternoon at 2:15PM at the library.

**Town Administrator's Report:**

In response to a request by Dave Carr that accrued benefits be reviewed by the Committee, Michael Capone distributed a handout that had been prepared by Finance Officer, Melanie Shokal. Michael briefly explained the information in the handout. Chairman Lagueux suggested that this information be reviewed by Committee members and discussed at a future meeting.

**Adjournment:**

Barbara Greenwood made a motion to adjourn, seconded by Mark Chevalier, passed with all in favor. The meeting was adjourned at 8:08pm.

Respectfully submitted,  
Wendy Costigan, Secretary