

**APPROVED**

Budget Committee  
Meeting Minutes  
December 17, 2012

**Present:**

Shaun Lagueux- Chairman, Ron Preble, Dave Carr, William Cote, Dorcas Gordon, Paul Manganiello, Ashley Dolloff, Kerrin Rounds, Tom Keegan, Barbara Greenwood, and Mark Chevalier.

**Absent:** Jeff Shackett, Jon Thouin

**Others Present:**

Michael Capone- Town Administrator; Selectmen Rick Alpers, Joe Denning, and Don Milbrand.

**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 December 10th meeting minutes. Mark Chevalier made a motion to accept the minutes as written, seconded by Barbara Greenwood. All were in favor.

**Old Business:**

None

**New Business:**

Rick Alpers presented the Board of Selectmen's recommendations for the 2013 budget. Their recommended budget is increased over 2012. The increase is mostly due to new debt service amounts from the library project and the water/sewer project. The State mandated increase to the retirement rates increases retirement contributions by roughly \$40,000. A 3.5% wage increase for employees is included and amounts to about \$70,000. There are reductions to disability and life insurance through all departments. The Selectmen took roughly \$180,000 out of the budget.

Warrant articles are not being presented this evening but there could potentially be some articles presented with regard to repairs to Town Buildings and old town hall renovations. Quotes are being reviewed in January. The Board has factored nothing into the budget from the CIP recommendations and there are no decisions on capital reserves at this time.

Highlights by department:

- New Disability and life insurance premiums have been negotiated resulting in reductions in all department premiums.
- Town Clerk: there is only one vote this year, town meeting.
- Legal: increase is due to a couple of pending legal items (PSNH and Fairpoint)
- Personnel Admin: unemployment compensation has decreased. Workers compensation has increased by 8%. The town needs to develop proper risk management plans.

- General Govt.: Maintenance custodian has decreased. Reduced rates for heating oil were obtained in August. We will be paying 2.895/gallon, down from 3.275/gallon in 2011/2012.
- Safety committee line decreased. This line includes trainings for risk management.
- Regional Associations: Newfound Lake Region Assoc. request was decreased to last year's funding level. The Lakes Region Planning line was moved to the Executive memberships line. Barbara Greenwood asked about the request made by Archie Auger regarding the cemetery headstone repair money. This may be a possible warrant article.
- Police Department: New Equipment has been reduced by \$5,000.
- Fire Department: Call payroll decreased due to firmer numbers from 2012. Part-time Shift Coverage line is used for coverage of sick, vacation, and trainings. The line was decreased after looking at what has been used in the past. The Education and Trainings line was decreased by the Chief. Maintenance was decreased on the Ambulance rescue truck. The overall Fire department reductions are over \$21,000.
- Highway Department: Uniform line decreased due to a contract with a new company. The old uniform contract automatically renewed with a 9% increase each year. The new contract is for 2 years with a 5.5% increase. The Heating Oil line decreased \$500. More waste oil is being used. Snowplow/Sander Maintenance line was decreased by \$2,000.
- Highway Projects: Road Resurfacing has been decreased \$100,000.
- Solid Waste: The Hebron contract will be renewed at \$30,000. Tipping Fees went down a bit. Recycling is being encouraged. The more recycling that is done, the less the town has to pay hauling non-recycled items out. Maintenance/Repairs have been decreased \$4,000.
- Health Agencies: NANA is being funded at last year's rate, which is \$1,000 less. Mid-State is a new agency being funded for the first time.
- Welfare Services: Assistance applications are well monitored. Some money has been paid back to the town for services received.
- TTCC: requested an increase of \$1,955.
- Kelley Park: Capital items have been decreased by \$3,000.
- Library: Line 192 (Assistant Director) has been kept as a part-time position, not the full-time status that was requested. The decision to keep the part-time status was made based on the discussion at Town Meeting where the Library Trustees told voters that no additional staffing would be required for the addition this year.
- Patriotic: The Concert series is now included in the Old Home Day line.
- Social Services: The non-profit agencies requests are funded at the 2012 levels.
- Debt Service: The Library and water/sewer projects have been picked up. The water project is funded 50/50 between users and taxpayers. The Ladder truck debt will expire in 2015.
- Capital Equipment: This line covers the police cruiser replacement.
- Water/Sewer: The disability and life insurance savings are seen in both departments. There is \$2,000 in savings on uniforms projected for 2013.

The Selectmen opened the discussion up to questions from the committee. Summary of responses:

- There is an overall increase in the budget (including water and sewer) of \$236,397. The money will be raised through taxation and water/sewer user fees. The increase to the Operating budget without Water and Sewer is \$187,579 of which about \$170,000 is due to increased debt service and State mandated retirement contributions.
- Revenues have been budgeted conservatively. Revenues are slightly better than last year. Building permits and car registrations are up a bit. State revenues stayed steady.

- The highway road program was level funded with 2012. Mark Bucklin did well with the money he had last year.
- The fund balance is just under a million dollars. This falls within the state recommended guidelines of 5% retainage and is, in fact, closer to 10%.
- The increase in state retirement rates is due to a correction at the state level. The rates are good through 2015. Towns pay 100%. The employee contribution rate is set by the state.
- The police prosecutor is not the same prosecutor used last year. The new prosecutor is a part-time certified police officer and this position is used strictly for Bristol prosecutions. The position carries no benefits or retirement.
- Bristol has had 9 full-time police officers since 2005 -2006. The town has 24 hour coverage with increased success rates against crime.
- The contingency fund was used to supplement Brownfields funding of the Mica building clean up.
- Health insurance payments are made monthly.
- The CIP wanted to set up a capital reserve account for a new sidewalk plow. The plows only last 5-10 years. The town will use the current plow another year.
- There are no plans to increase fees on dump stickers, beach passes, and zoning/planning rates, etc. at this time.
- There are no plans to have a property re-evaluation done sooner than the 5 year cycle the town is on as it is a very expensive process. The new assessing system the town now uses helps keep up with permits and does better checks on values.
- The 3.5% wage increase for employees comes to about \$70,000. There are additional fixed costs of about \$10,000. There is no merit system in town and the employees have only received a 1% wage increase in the last four years.

**Member Comments:**

Shaun Lagueux noted that the next meeting on January 7<sup>th</sup> is a deliberative session for the committee. The meeting is at 7pm at the town offices. A meeting place has to be decided for the public session that takes place in February.

Kerrin Rounds requested the number of part time and full time employees. The town administrator will supply the committee with that information.

**Town Administrator's Report:**

None

**Adjournment:**

Mark Chevalier made a motion to adjourn, seconded by Kerrin Rounds, passed with all in favor. The meeting was adjourned at 8:45pm.

Respectfully submitted,  
Wendy Costigan, Secretary