

APPROVED

Budget Committee
Meeting Minutes
October 14, 2013

Present:

Kerrin Rounds, Chair; Ron Preble, Dave Carr, William Cote, Paul Manganiello, Kevin MacCaffrie, Tom Keegan, Barbara Greenwood, Ernie Richards, Carol Huber, Betsy Schneider, and Mark Chevalier.

Absent: Ashley Dolloff

Others Present:

Michael Capone- Town Administrator, Fire Chief Steve Yannuzzi.

Call to Order:

Committee Chair, Kerrin Rounds called the meeting to order at 7:02pm.

Review of Minutes:

Kerrin Rounds asked the members to review the minutes from October 7, 2013. Carol Huber made a motion to accept the minutes as written, seconded by Kevin MacCaffrie. All were in favor with one abstention by Mark Chevalier.

Correspondence:

Tom Keegan received a letter from the Bristol Historical Society requesting that the town fund ½ of the insurance bill for the Old Fire Station building. The request is for \$212. The Historical Society anticipates an increase in the rate next year also.

Old Business:

New Business:

Chief Yannuzzi presented the Fire Department 2014 operating budget and responded to questions forwarded by members of the committee.

The generator for the Town Offices building is a fixed propane fired generator with an automatic transfer switch. A grant for a 50/50 match from Homeland Security will be applied for if the matching funding is approved.

Operating budget line item details:

- Line 210 Health Insurance: amount has not been determined yet.
- Lines 110-195 Wage Lines: includes a 3.5% wage increase.
- Line 230 Retirement: increase is due to a full year at the new rate.
- Line 350 Medical Expense-Infection Control/Physicals: \$1800 decrease from last year's budget. This line includes maintenance physicals which cost less. This also includes flu shots and TB testing for all fire department personnel, including part-time and call employees.
- Line 395 Lakes Region Fire Dispatch: The \$1500 increase is based on the new contract quote received.

- Line 411 Heating Oil: The town is locked into a price of \$3.195/gallon. The figure is based on current consumption; 3,688 gallons were used last year. The effect of the new heating zones is not known yet.
- Line 561 Fire Codes & Standards: The codes were not updated this year. The codes on hand now are from 2012. The purchase includes hard cover books with cd access.
- Line 662 Engine 2: This line has an \$8000 increase to cover a pump rebuild. \$2500 is also included in this line for standard maintenance.
- Line 664 Engine 4: There is a \$500 increase for maintenance and repairs. This is the right time to be looking at a replacement due to costs trending up on repairs based on a maintenance chart.
- Line 665 Ambulance 2: This is the backup ambulance. The extra money is for repairs. It is not covered under warranty any longer.
- Line 680 Medical Supplies-Disposables: This line has been increased due to medical supply prices going up.
- Line 666 Ambulance 1: This line covers routine maintenance, oil change and transmission maintenance 4 times per year.
- Line 810 Fire Tools/Equipment-New Purchase: Money will be used to buy 10 sections of new hose.
- Line 669 Zodiac Rescue Boat Repair: This line covers year end maintenance on both boats.
- Line 812 EMS Equipment-New Equipment: This includes money for a power stretcher for the ambulance and CPR mannequins. CPR classes could be offered free to the public if the department owned its own mannequins. The power stretcher could have a matching grant. This purchase with the grant could be done as a capital item and be included as a warrant article.
- Line 343 Copier: Need to purchase a copier that has color capabilities. Quotes are being reviewed by the town.
- Line 814 Protective Clothing: \$5000 purchase one new set of gear. The gear has a ten year rotation.
- Line 431 Defibrillator Maintenance Contracts: This line includes money for maintenance contract and unanticipated repairs. It has been slightly underfunded the past couple of years. Chief Yannuzzi could raise the amount by \$150.
- Line 432 Station Maintenance: There are three contracts covered by this amount, fire extinguisher inspection, building exhaust system maintenance, and the overhead doors maintenance contract. The remaining money is for unanticipated repairs.
- Line 390 Municipal Fire Alarm System: This line covers the contract price for the monitoring company.
- Line 410 Electricity: This is a forecasted amount base on past usage.
- Dave Carr inquired about a capital reserve account set aside for a new ambulance. If the rotation was 6 years instead of 5 years, \$27,500 could be set aside each year to cover the cost of a new ambulance. The Chief agreed that this would work. Town Administrator Capone commented that a revolving fund may be set up specifically for the ambulance.
- Mark Chevalier asked what last year's total ambulance income was. The Chief said it was around \$325,000.
- Chief Yannuzzi commented that the Fire Department budget has remained relatively flat.
- William Cote thanked Chief Yannuzzi for his time giving a tour to several budget committee members last Friday.

Chief Yannuzzi presented a few highlights regarding the Forestry budget.

- Line 430 Maintenance/Repairs: This money will be used for fixing pumps and equipment.

- Line 661 Truck: This line will be cut back to \$500 from \$1,000.
- Line 292 Protective Clothing: This amount will cover new forestry shirts, pants, and helmets. There is grant money available, and an application will be completed around March.

Member Comments:

Kerrin Rounds asked for clarification on who can place a warrant article on the warrant. Town Administrator Capone informed the committee that a warrant article can be placed on the warrant by the Select Board or by petition.

Ms. Rounds reminded the committee to have questions for Police Chief Michael Lewis to her by Wednesday evening.

Administrator's Report:

Adjournment:

Mark Chevalier made a motion to adjourn, seconded by Barbara Greenwood, passed with all in favor. The meeting was adjourned at 8:28 pm.

Respectfully submitted,
Wendy Costigan, Secretary