

APPROVED

Budget Committee
Meeting Minutes
October 28, 2013

Present:

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

Absent:

Kerrin Rounds

Others Present:

Michael Capone- Town Administrator, Raymah Simpson-Town Clerk/Tax Collector, Les Dion-TTCC, Dorcas Gordon, Scott Doucette, Christina Goodwin-Kelley Park Committee, and Sharon Warga-Library Director.

Call to Order:

Committee Vice-Chair, Mark Chevalier called the meeting to order at 7:00pm.

Review of Minutes:

Mark Chevalier asked the members to review the minutes from October 21, 2013. Barbara Greenwood made a motion to accept the minutes as written, seconded by Kevin MacCaffrie. All were in favor.

Correspondence:

Old Business:

New Business:

Raymah Simpson reported on the Town Clerk/Tax Collector operating budgets.

ERV (Election, Registrations, Voting):

- Line 131 Supervisors Checklist: There are 3 elections, Town Meeting, and work sessions scheduled in 2014.
- Line 191 Ballot Clerks: This line includes funds for three elections.
- Line 291 Voting Machine: Includes coding of ballots and yearly maintenance on the machine.
- Line 342 Computer Support: The amount budgeted includes support from Avitar and Certified Computers. The actual amount is \$2,797.
- Line 396 Meetings/Memberships: This pays for workshops and dues for the Town Clerk and Deputy Town Clerk.
- Line 550 Advertising/Printing: Pays for the paper and printing of ballots.
- Line 620 Office Supplies: New plastic chains are needed for the polls. This includes the kit and 4 additional chains. Other supplies for voting are needed also, such as pens and 4 new cartridges.
- Line 625 Postage: Dog license letters and certified letters are covered by this line. The daily pack is also mailed to the state.
- Line 690 Dog License Expense: Licenses must be bought from the state. There is offsetting revenue for this expense line.
- Line 810 New Equipment: Covers a new computer needed due to the XP support issue.

- Tom Keegan asked about the difference budgeted and spent in line 625 Postage. There were not vehicle registration letters mailed out as was originally planned so the extra postage was not needed.

Tax Collector:

- Line 342 Computer Support: Avitar and Certified Computers are the two components that make up Tax Collector portion of this amount.
- Line 390 Recording Fees: Billed from the county for when liens come off.
- Line 391 Tax Sale/Lien Expense: This pays for someone to do research on deeds and liens. The increase is due to an estimated increase in items that may need to be researched.
- Line 561 Meetings/Memberships: Pays for conferences, meetings, and dues for the Tax Collector and Deputy. The actual amount should be \$700.
- Line 625 Postage: Covers the twice yearly tax bill mailing and certified deed and lien letters.
- Line 680 Billing Expense: Covers the cost of requested extra copies of deeds.

Les Dion presented budget highlights for the Tapply Thompson Community Center.

- The amount requested from Bristol has not changed. The requested amount is \$99,703. Town shares are based on usage.
- Revenues: donations are good. A check was received for \$8,000 last year from TD Bank Affinity program. Received a little more money from building use fees, the nursery school was able to pay some rent this year. The concerts and Old Home Day will be a wash by the end of the year. More grant funding is anticipated for programs. This includes \$12,000 in after school program grant money from the school district.
- Expenses: Salaries are broken out between programming and management. Bookkeeping expenses include yearly tax return and payroll expenses. The Council took over ownership of the building, so insurance is now the TTCC responsibility. A donation is received from the Bristol United Church of Christ to help pay for insurance. There is no custodial salary line; a cleaning service is presently being used. The instructors for fitness programs are now included in the salary lines. This amounts to \$4,500. The summer counselors pay is being increased for next summer.
- There are approximately 305 Bristol kids attending programs at the center. Scholarships totaling \$12,000 were offered to Bristol children.

Kelley Park: Les Dion and Dorcas Gordon presented plans for new playground equipment at the park. The current playground equipment is 18 years old and showing signs of wear.

- A safety audit was done as this was required by the town's insurance. The insurance company is requiring resurfacing to be done. \$14,000 from the 2013 budget will need to be encumbered to purchase woodchips for the resurfacing in the spring.
- Dorcas Gordon formed a committee to redesign the playground. The committee established a total budget of \$70,000. The money will come from Town appropriations, grants, and private fundraising. There are a few trust funds that have money in them. The Town Administrator will get explanation of the funds and the availability of the money to be used for the playground. The TTCC has an account with \$800 available for use on the playground. This account was used to pay for the skate park equipment. As future donations come in, the money can be placed in this account. The amount being requested from the town is \$30,000. A \$15,000 KABOOM grant has been applied for and should have a decision coming soon. The \$30,000 is under the Kelley Park budget line 820 Master Plan.
- Newfound Area School District pays the Town \$8,000 for use of the park. The money goes in the

general fund.

- The new playground equipment has a 20 year warranty.
- The equipment company needs to be approved by the Select Board. The Kelley Park committee is asking the equipment vendor to hold the pricing quote until next spring. The \$30,000 commitment from the town will not be spent unless the other \$40,000 has been raised.
- The vandalism problems at the park are now fairly minimal. Cameras have been installed. Some buildings need to be repainted due to graffiti. The electrical outlets have been removed and replaced with a portable electric source that can be secured when not in use.
- The part time attendant funds have not been completely used as there hasn't been a person in that position to do all the work. It is hopeful that next year the position will be filled and the work will be done next year.

Patriotic Purposes: Les Dion discussed the work of the community events committee.

- A summer events brochure was designed and distributed throughout Bristol.
- Bristol Shop N Save donated \$5,000 for the concert series.
- Line 120 Special Events Coordinator: The coordinator books the bands, does event advertising, and designs the brochure.
- Line 881 Town Events: There is a \$3,500 increase to help with the cost of two town fireworks shows, the 4th of July and Old Home Day. The Lions club has paid for the fireworks with donations; the \$3,500 from the town will help offset the cost. The fire and police departments always help out during the nights of the fireworks.

Library: Sharon Warga presented highlights from the library budget:

- Line 191 P/T Assistants/Substitutes: a new library page position is included for 2014. This is an 8 ½ hour/week position to start around April. This line includes a 27hour/week assistant and two pages.
- Line 193 Outdoor Custodian: This is used for accurate tracking of this expense; it has been moved out of the maintenance/repair line.
- Line 194 Assistant Director/Children's Librarian: this is a part time 34 hour/week position with no benefits. The town is determining if there will be any effect to this position due to the new health care act.
- Line 341 Telephone: The increase is due to added security systems (fire& entry) in the new addition. This requires 2 additional phone lines with the associated expenses.
- Line 342 Computer Support: three new patron computers were added, bringing the total to 6. There are 2 circulation computers, 3 staff computers, and 1 for OPAC. Currently the library does use a computer company for its tech needs. This line covers any equipment replacement costs and new software. The town is looking at computer support options and the library will get on board with the town should they select a company.
- Line 343 Copier: The lease contract is \$82.20/ month, \$986.40/year. The revenue the Library Trustees collect from patron use of the copier will pay for the lease. Extra revenue will be used to pay for copy paper, toner, ink, etc.
- Line 410 Electricity: The Library Trustees added a 58 panel, 15KW solar energy array to the roof. The system has been generating more than it consumes. There are two charges that are currently on the electric bill. The light pole is not associated with the solar array. The charge is around \$18/month. There are delivery charges of \$78-\$80 per month. This delivery charge is based on a rate per KW. The 1st 5 KW are free. The town administrator and the Energy Committee are looking at ways to minimize the energy draw associated with this expense. The

total charge is about \$100/month. An electric bill will be distributed to the committee for use as a reference.

- Line 641 Custodial Service: Alternative Solutions charges based on the time it takes to clean both buildings twice weekly. With the new addition it takes an extra half hour to clean.
- Line 672 Video: There has been a sharp increase in circulation (15%) of DVDs. There is no charge for DVD borrowing.
- Graphs were distributed showing that patron activity has increased in every category.

Member Comments:

Barbara Greenwood is ending her time on the Library Trustees after 22 years of service. She is very proud of the new addition to the library and the great work that Sharon Warga is doing as the library director.

Administrator's Report:

The revenue report was distributed to the committee. The revolving funds have to be for a single item or purpose. The police and fire department revolving funds cannot be combined. The price for unleaded gas at the state shed is \$3.06/gallon and \$3.40 for diesel. The state sets and locks in the prices. The diesel pump is located at the state shed next to the transfer station. Town vehicles have a key fob that tracks usage. The prices are renewed in July or August. Melanie Shokal monitors gas prices every few weeks. Vehicles go to wherever the prices are cheaper. There is a meeting scheduled for November 11th, which is Veteran's Day. November 18th is an open meeting date and the meeting on the 11th could be moved to the 18th.

- Ron Preble moved that the November 11th meeting be moved to November 18th, seconded by Kevin MacCaffrie. All were in favor, motion carries.

Adjournment:

Ernie Richards made a motion to adjourn, seconded by Kevin MacCaffrie, passed with all in favor. The meeting was adjourned at 8:56 pm.

Respectfully submitted,
Wendy Costigan, Secretary