

## **APPROVED**

Budget Committee  
Meeting Minutes  
November 18, 2013

### **Present:**

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

### **Absent:**

Barbara Greenwood

### **Others Present:**

Michael Capone- Town Administrator, Archie Auger-Cemetery Committee Chair

### **Call to Order:**

Committee Chair Kerrin Rounds called the meeting to order at 7:00pm.

### **Review of Minutes:**

Kerrin Rounds asked the members to review the minutes from November 4, 2013. Mark Chevalier made a motion to accept the minutes as written, seconded by Paul Manganiello. Motion passed with two abstentions by William Cote and Kevin MacCaffrie.

### **Correspondence:**

### **Old Business:**

### **New Business:**

Archie Auger presented a report on the Town Cemeteries prepared for the budget committee.

- There are six cemeteries in Bristol, with the possibility of an additional site.
- It is the goal of the Bristol Cemetery Trustees to restore the town cemeteries. This includes keeping them clean and mowed, repair/clean broken headstones, meet requirements of Chapter 289, rebuild/repair walls and gates, and replace/repair signs.
- For the past several years the Trustees have requested \$500 in the annual budget.
- The Town cemeteries have trusts established for their supports. The trusts have restrictions and only the interest on the principals may be spent. The current amount available is slightly over \$1,000.
- The Trustees voted to continue headstone repair work and cleaning. The trustees are requesting \$4,000 in the 2014 budget to continue to clean the remaining stones in the Worthen cemetery and repair headstones in the Heath Burial Ground.

Town Administrator gave the committee an updated Budget Worksheet.

Section 4130-Executive:

- Wage lines in the 2014 budget include a 3.5 % increase. This increase will help close the gap in current employee pay and the Cost of Living Adjustment. The increase brings wages within 2.2% of the COLA. The Select Board has not discussed wage lines yet.

- Health Insurance: Several RFP's were solicited from which a matrix of plan options was created. The Select Board has selected a plan from Health Trust that has reduced employee benefits. The current plan continues for six months. The new plan goes into effect on July 1, 2014. There will be lower premiums from 7/1/14 through 6/30/15. Effective January 1, 2014, the percentage of employee contribution of the premium will increase from 7% to 10%.
- Line 341 Telephone & Internet Service: A new internet provider is needed. The increase is an estimate and will be adjusted when a new provider is chosen.
- Line 610 Budget Committee Expenses: A few members attended conferences this year. The committee can add money to this line for future conferences. This will be addressed during the deliberative sessions.
- Line 810 New Equipment: \$1,500 for a replacement computer.

Section 4140- ERV:

- Line 810 New Equipment: \$1,500 for a replacement computer.

Section 4150-Financial Adm. /Tax Collector:

- Line 301 Annual Audit: The general and water/sewer budgets get audited. A single audit is needed this year due to the town receiving over \$500,000 in federal funds.

Section 4152- Property Reappraisal:

- Line 312 Contract Service: This includes normal contract fees plus the fees that are paid to a utility appraiser for required work. This line will most likely increase due to the utility abatement issues.
- Line 810 New Equipment: Replacement computer.

Section 4153 Legal:

- Line 320 Legal General: There will be legal costs associated with the utility assessment appeals and the beach court case legal fees.

Section 4155 Personnel Admin.:

- Line 250 Unemployment Compensation: The rate was reduced to 1.1% which reduced the premium.
- Line 260 Workers Compensation: Workers comp. premium increased by 8%.

Section 4193 Tax Map:

- Line 390 Tax Map Update Fee: The fee consists of 5 components. The 911 maps need to be updated which will cost \$3,000. Updating planning maps costs \$350. The fee based on incorporated changes to maps is \$750. There are also costs associated with general mapping and hosting the maps online.

Section 4194 General Government Buildings:

- Line 433 Repaint/Repair Town signage: The "Welcome to Bristol" signs and the Beach and Town Office signs will be repainted for a cost of \$3,200.
- Line 815: Newfound Area Access: There is a \$3,000 increase to cover moving the equipment from the Old Town Hall to the Town Offices building.

Section 4196 Insurance:

- Line 480 Property/Liability: There is a 7% increase in premium.

Section 4199 Other General Government:

- Line 890 Contingency Fund: Contingency funds can now be called contingency funds.

Section 4211 Outside Details:

- Dave Carr asked if these numbers were calculated, specifically in regards to the offsetting revenues. The revenue amount is \$54,000 and the expense amount is \$40,000. The Town Administrator will check on this.

Section 4319 Streets/Bridges:

- Line 415 Smart Start Program: This is paid in full.

Section 4411 Land Use/ Health Office:

- Line 630 New Equipment: Replacement computer.

Section 4414 Animal Welfare:

- Line 390 Animal Kennel Contract: This number may go down as the activity level has returned to normal.

Section 4441 Welfare Admin:

- Line 810 New Equipment: Replacement computer.

Section 4445 Welfare Services:

- Forecasting some reductions. The government is not going to further reduce fuel assistance.
- Line 291 Food: This is a regulated voucher system. There are anticipated increases in expenses due to cuts in the food stamp program.
- Line 440 Rent: Applications get reviewed against public assistance guidelines. If the applicant meets the requirements, the town is legally obligated to assist.
- There was \$850 in reimbursements in 2013.

**Member Comments:**

Dave Carr distributed a survey he produced breaking down wages and the associated costs by department. The Town Administrator will compare these numbers to the town's calculations. This will be discussed at the next meeting.

**Administrator's Report:**

**Adjournment:**

Mark Chevalier made a motion to adjourn, seconded by Ron Preble, passed with all in favor. The meeting was adjourned at 8:23 pm.

Respectfully submitted,  
Wendy Costigan, Secretary