

## **APPROVED**

Budget Committee  
Meeting Minutes  
January 13, 2014

### **Present:**

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

### **Absent:**

### **Others Present:**

Michael Capone- Town Administrator, Fire Chief Steve Yannuzzi.

### **Call to Order:**

Committee Chair Kerrin Rounds called the meeting to order at 7:01pm.

### **Review of Minutes:**

Kerrin Rounds asked the members to review the minutes from January 6, 2014. Carol Huber made a motion to accept the minutes as written, seconded by Kevin MacCaffrie. William Cote made a motion to amend the minutes to include the names of the three Select Board members in attendance, seconded by Ernie Richards. Motion passed with all in favor and one abstention by Barbara Greenwood. Ernie Richards made a motion to amend the minutes to include in the phrase "the 4 towns the Police Chief recommended in October", seconded by Paul Manganiello. Motion passed with all in favor. Kerrin Rounds made a motion to include a wording correction recommended by Town Administrator Capone regarding the Contingency Fund, seconded by Paul Manganiello. Motion passes with all in favor. The amended minutes for January 6, 2014 passed with all in favor.

### **Correspondence:**

Betsy Schneider presented a late entry for Health Agencies given to the Select Board from the Day Away Program. The Day Away program is a 501C-3 non-profit organization that provides respite to caregivers of Alzheimer's patients. It is located at Our Lady of Grace Chapel in Bristol. The request is for \$1,300 to pay for one participant for 1 day a week for 52 weeks or \$650 for half a year. The Select Board will look at this organization in more detail.

Kerrin Rounds received two emails. One is a request from Voices Against Violence. They couldn't make the meeting because they had not updated their contact information. The Select Board has put \$1,000 in the budget for Voices Against Violence. Kelly Lacasse, Executive Assistant, had forwarded an email she received from the Bristol Cemetery Association. Sandy Despins asked if it is possible for the Cemetery Association to get on a future agenda.

### **Old Business:**

Chair Kerrin Rounds opened discussion of the email from the Bristol Cemetery Association.

- Mark Chevalier commented that the money for the Cemetery has already been voted so there is no need for a presentation.
- Tom Keegan is in favor of the Cemetery Association presentation.

- Ron Preble would like to see a budget from the Cemetery Association.
- Barbara Greenwood made a motion to have the Bristol Cemetery Association come in to give a presentation on the financials, seconded by Ron Preble.

**Vote: 7 In Favor 4 Opposed 2 Abstentions. Motion Passes.**

**New Business:** Continuation of deliberations.

**Fire Department:** Mark Chevalier moved to accept the Budget Committee recommendation of \$892,266, seconded by Ernie Richards.

- Kerrin Rounds asked if there were any open positions in the fire department. Chief Yannuzzi stated that the department is fully staffed.
- Kevin MacCaffrie asked if the cuts requested by the Select Board are in the right place and if they are sustainable. Chief Yannuzzi commented that he was asked by the Select Board to cut \$14,000 from the fire department budget. Chief Yannuzzi could not come up with \$14,000 in cuts because there was no place to take it from. The cuts that were made were from the Protective Equipment and Fire Prevention lines. The Chief would like the money put back in. The Protective equipment money is to maintain the rotation of old equipment out. There is a maintenance replacement cycle for protective equipment. The money cut from the Fire Prevention line has been used in the past to promote Fire Prevention. For example, last year bracelets were given out to children for fire prevention week.
- Chief Yannuzzi stated that the \$18,000 increase in the Fire Department budget is due to increases in the Retirement and Health Insurance lines. The Fire Department operating budget remains neutral.
- Line 814 Protective Clothing: Betsy Schneider made a motion to add \$4,000 back in, seconded by Mark Chevalier.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

- Line 565: Public Education-Fire Prevention: Kevin MacCaffrie made a motion to add \$200, seconded by Ernie Richards.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

- Mark Chevalier asked what was cut out of line 812: EMS Equipment. Chief Yannuzzi said that the power stretcher was taken out of that line. Chief Yannuzzi wanted to use a warrant article to purchase this stretcher, but the Select Board did not select this to be presented as a warrant article. Betsy Schneider commented that the Select Board felt that there were more important capital items that needed to be addressed in 2014.
- Kevin MacCaffrie asked if this still could be put on as a warrant article. Kerrin Rounds explained that it is in the Select Board's purview and that from listening to the Select Board meeting this could be a warrant article in 2015.
- Mark Chevalier made a motion to add \$15,600 back into line 812: EMS Equipment to purchase the power stretcher, seconded by Ron Preble.
- Barbara Greenwood asked what the longevity of the stretcher is. Kevin MacCaffrie commented that it has about an 8 year life.
- Chief Yannuzzi explained that the power stretcher electronically lifts the patient and that this will save potential back injuries to Town employees. The intent of the warrant article would have been to split the \$16,000 cost among the service contract towns. The warrant article makes recouping the money from the contract towns easier to justify. If the stretcher is in the operating budget the cost could not be shared with the contract towns. There will be a trade in amount from the old stretcher being replaced.

- William Cote asked if the stretcher will be in the secondary ambulance. Chief Yannuzzi explained that the power stretcher will be in the primary ambulance and the secondary ambulance will have a non-power stretcher. The second ambulance is due to be replaced in 4 years, and that would ideally be the time to replace the stretcher in that vehicle.
- Mark Chevalier asked if the Select Board does not make this into a warrant article and if the motion is not approved now, can it be added into the budget later. Town Administrator Capone said that the operating budget can be amended on the floor of Town Meeting.
- Betsy Schneider asked what the trade in value of the old stretcher is and what a new basic stretcher costs. Chief Yannuzzi said that the trade in value is \$3,000- \$4,000. The cost of a new basic stretcher is \$7,000-\$8,000.
- Kerrin Rounds asked if the \$15,600 cost includes that trade. Chief Yannuzzi said that it did.
- **Vote on Motion to amend Line 812: 5 In Favor 8 Opposed. Motion Fails.**
- Mark Chevalier made a motion to accept the new Fire Department budget total at \$896,466, seconded by Barbara Greenwood.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

**Forestry:** Mark Chevalier made a motion to accept the Budget Committee recommendation of \$3,000, seconded by Kevin MacCaffrie.

- Carol Huber asked why \$500 is budgeted for gas when the current year to date total is \$99. Chief Yannuzzi explained that the gas is used to fuel the small equipment and the pump also. The pump is able to be taken off the vehicle and the truck is being used to go to the dump and for other things also.
- Paul Manganiello asked if Line 292: Protective Clothing is related to the Fire Department. Chief Yannuzzi said that this is different Forestry clothing. Forestry pants would be purchased with this money at \$80-90 per pair. There are 32 people to buy pants for. The cost for the pants is split with a grant.
- Ernie Richards asked what the life expectancy is. Chief Yannuzzi said that the pants are not used a lot, but they are needed when needed.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

**Crossing Guards:** Mark Chevalier made a motion to accept the Budget Committee recommendation of \$9,406, seconded by Carol Huber.

- Kevin MacCaffrie asked why this item was not in the school budget. Town Administrator Capone commented that the crossing guards are for Bristol Elementary School only so it comes out of Bristol's budget.
- Kevin MacCaffrie made a motion to amend line 120: Crossing Guards by reducing the line by \$5,000, seconded by Paul Manganiello. Kevin commented that he felt the Police could cover the school crossing duties just as they do for downtown events and on Saturdays.
- The Town Administrator noted that the Police Department usually has an officer and a cruiser up on North Main Street during bus drop offs and pickups to manage the bus and car traffic.
- Barbara Greenwood commented that there would have to be two officers present as there are two crossings.
- Ashley Dolloff commented that she would like to have the police chief and the Select Board in on the discussion to have more information before making a decision.
- Tom Keegan commented that he would like to keep the money in for this year and then make a decision for next year.

- Carol Huber made a motion to table the discussion and to send the question to the Select Board, seconded by Paul Manganiello.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

**Emergency Management:** Mark Chevalier made a motion to accept the Budget Committee recommendation of \$1,500, seconded by Barbara Greenwood.

- Barbara Greenwood asked who was in charge of Emergency Management and what training has there been. Chief Yannuzzi answered that he was in charge. The trainings change from year to year and they are part of a three year plan. There was a table top exercise in 2013 and the next step would be a functional exercise.
- Paul Manganiello asked for a time line on recertification. Chief Yannuzzi explained that there is no refresher course. New employees and new Select Board members need to be kept up to speed. He also works with the schools planning with their emergency plans.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

Ernie Richards asked Chief Yannuzzi about the ambulance member fees, Revenue lines 01-3401-250 and 01-3401-255. Chief Yannuzzi explained that line 250 is the patient collectibles from the insurance companies. Line 255 is for ambulance member fees.

**Land Use/Health Office:** Ron Preble made a motion to accept the Budget Committee recommendation of \$18,673, seconded by Kevin MacCaffrie.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

**Animal Welfare:** Carol Huber made a motion to accept the Budget Committee recommendation of \$1,000, seconded by Dave Carr.

- Dave Carr commented that this expense used to be in the Police Department budget. Town Administrator Capone mentioned that in the time he has been here, the line has not been in the Police Budget.
- Kevin MacCaffrie asked if there was a fee. Town Administrator Capone answered that there was a fee per animal.
- Paul Manganiello asked about any encumbered money associated with this line. Town Administrator Capone explained that there was no money encumbered this year.
- Ernie Richards asked if there were any fines associated with Animal Welfare. Town Administrator Capone answered that there is a fine structure and an effort is made to recover funds, but we are not always successful collecting the money.

**Vote: 13 In Favor 0 Opposed. Motion Passes.**

**Health Agencies:** Kevin MacCaffrie made a motion to accept the Budget Committee recommendation of \$32,250, seconded by Paul Manganiello.

- Dave Carr made a motion to amend Health Agencies by taking \$1,850 out of line 351: Mid-State Health Center, seconded by Paul Manganiello.
- Kerrin Rounds commented that Mid-State is a non-profit and that they have received a large grant.
- Paul Manganiello commented that they came in with a balance sheet last year and that they were profitable.

**Vote: 9 In Favor 1 Opposed 3 Abstentions. Motion Passes.**

- New Health Agencies total is \$33,400.

**Vote: 11 In Favor 1 Opposed 1 Abstention. Motion Passes.**

Deliberations will continue on January 20<sup>th</sup> with the Highway Department.

**Member Comments:**

Ernie Richards asked where on the Revenue sheet were the real estate tax receipts. Town Administrator Capone explained that the revenue sheet showed non-property tax revenue. Property tax revenue does not impact the tax rate calculation.

Ernie Richards asked if the Property Tax Interest revenue line is directly related to people late in paying their tax bills. Town Administrator Capone said that there are two different rates of interest, 12% and 18% determined by a past due time.

Ernie Richards commented that the way he looks at the revenue numbers for the Property Tax Interest is that more people seem to be having trouble paying taxes. Town Administrator Capone commented that there is no pattern or trend apparent with these revenue lines.

Ernie Richards asked for clarification on the Payment in Lieu of Taxes. Town Administrator Capone explained that Bristol has one P.I.L.O.T agreement and that is with the senior housing facility in town. The facility has the option of paying taxes based on the assessed valuation or 10% of the rent revenues. The town provides that two numbers and the facility can choose which option to pay.

Paul Manganiello asked for clarification on any encumbered amount in the Outside Detail budget. Town Administrator Capone explained that the balance remaining is part of the \$88,000 and that the money cannot be encumbered without a contract.

**Administrator's Report:**

Town Administrator Capone asked the committee chair if the schedule could be changed to include the library budget deliberations on January 27<sup>th</sup> to give the library Director the opportunity to be present for questions. Chair Kerrin Rounds will defer the library deliberations until January 27<sup>th</sup>.

**Adjournment:**

Mark Chevalier made a motion to adjourn, seconded by Kevin MacCaffrie, passed with all in favor. The meeting was adjourned at 8:29 pm.

Respectfully submitted,  
Wendy Costigan, Secretary