

APPROVED

Budget Committee
Meeting Minutes
January 20, 2014

Present:

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

Absent: Ashley Dolloff, Kevin McCaffrie, and Betsy Schneider.

Others Present:

Michael Capone- Town Administrator, Highway Superintendent Mark Bucklin.

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 13, 2014. Ron Preble made a motion to accept the minutes as written, seconded by Carol Huber. Motion passed with all in favor.

Correspondence:

None

Old Business:

None

New Business: Continuation of deliberations.

Highway Department: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$512,669, seconded by Barbara Greenwood.

- Mark Bucklin suggested that line 682: Sand/Gravel should be increased \$5,000.
- Mark Chevalier made a motion to increase line 682: Sand/Gravel to \$21,000 total, seconded by Barbara Greenwood.

Vote: 10 In Favor 0 Opposed. Motion Passes.

- Kerrin Rounds asked if there were any open positions. Mark Bucklin said all positions were filled.
- Carol Huber asked how much it will cost the town to reclaim Robieson Road. Town Administrator Capone stated that the original ballpark estimate was \$85,000, but it was incomplete as, at the time they did the drive by on the road, there was snow in the ditch lines; Superintendent Bucklin mentioned that some of the money in the Highway Projects Line 390 was to work on that road.
- New Highway Department total is \$517,669.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Highway Projects: Ernie Richards made a motion to accept the Budget Committee recommendation of \$262,000, seconded by Carol Huber.

- Paul Manganiello asked if there were any encumbrances for this department and Kerrin Rounds asked if the Select Board has made any decisions on encumbrances. Town Administrator Capone stated that he would be reviewing encumbrances with the Board later this week. He noted that there would be \$13,500 encumbered to repave the section of sidewalk on Lake Street from the Bond Auto Parts store up to Franklin Savings Bank.
- The \$250,000 in line 390: Resurfacing Roads is to finish overlays, work on Robieson Road, and drainage on High Street.
- The Safe Routes to School grant will take care of some sidewalks along School St., North Main, Street, and Mayhew Street.
- Ernie Richards asked what effect the \$50,000 reduction in Line 390 will have. Mark Bucklin explained that part of the overlays for the Spring Street neighborhood will have to be carried over until next year.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Street/Bridges: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$30,300, seconded by Ron Preble.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Solid Waste Disposal: Paul Manganiello made a motion to accept the Budget Committee recommendation of \$247,983, seconded by Ernie Richards.

- Paul Manganiello asked what line 362: Construction and Demo Disposal is for. Mark Bucklin explained that this covers the cost of disposal of construction and demolition materials.
- Kerrin Rounds asked if there was revenue side to line 362. Town Administrator Capone stated that there is a fee structure to offset expenses. The revenue is currently \$13,551.
- Carol Huber asked about the year to date total for line 362. Mark Bucklin stated that the expense depends on how much remodeling and construction goes on in town. Town Administrator Capone stated that the expense will vary from year to year, but in the two previous years the amounts have been around \$16,000 to \$17,000.
- Mark Chevalier asked if there was a fee charged to businesses that dump big loads of regular trash. Mark Bucklin said that the only fees are the stickers for solid waste. There are fees for construction and demolition materials.
- Tom Keegan received a letter confirming the cost for Household Hazardous Waste day.
- Tom Keegan made a motion to reduce line 365: Household Hazardous Waste Day to \$3,077, seconded by Ernie Richards.

Vote: 10 In Favor 0 Opposed. Motion Passes.

- Carol Huber asked about the actual amount on the container rental. Mark Bucklin explained that Casella gets a fee when a dumpster is left at the transfer station. This is the town's first year with Casella. Bestway never charged any fees.
- Kerrin Rounds asked if there will be any changes to the year to date total for Material /Supplies. Town Administrator Capone said that the final 2013 figures will be available after the Select Board meet on the 23rd.
- Paul Manganiello asked where the fees from the town of Hebron are on the Revenue sheet. Town Administrator Capone will check with Melanie to get details, but Line 400 Tipping and Hauling Fees should include the Hebron fee.
- New Solid Waste total: \$247,060.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Highway Department warrant articles:

- Mark Chevalier asked what warrant articles are being brought forth by the Select Board for the Highway Department. Town Administrator Capone said that a lease purchase agreement for a 6 wheel dump truck at \$80,000 per year and a revolving fund for the transfer station. The money that will come back from the co-op will be used for reconstruction of the transfer station. There is approximately \$140,000-\$200,000 coming back from the co-op, most likely in 2015 and 2016.
- Mark Chevalier asked why the Select Board decided not to include the sidewalk tractor as a warrant article and would like this to be reconsidered by the Select Board. The sidewalk tractor is a high priority item on the CIP.
- William Cote asked if the purchase of the sidewalk tractor would relieve the town of rental fees. Town Administrator Capone said that around \$4,500 would be saved in rental fees for roadside mowing each year.
- Mark Chevalier made a motion for Town Administrator Capone to ask the Select Board to reconsider the sidewalk tractor including implements for a warrant article, seconded by Ron Preble.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Fire Betterment: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$10,000, seconded by Barbara Greenwood.

- Dave Carr commented that the real cost to the Water Department is \$20,000 to keep the hydrants plowed and repaired. The Water Department should charge \$20,000 to cover the expense.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Welfare Admin.: Ron Preble made a motion to accept the Budget Committee recommendation of \$15,802, seconded by Paul Manganiello.

- Carol Huber asked is the new equipment budget is for a computer. Town Administrator Capone stated that it is.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Welfare Services: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$ 51,050, seconded by Paul Manganiello.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Recreation: Barbara Greenwood made a motion to accept the Budget Committee recommendation of \$99,703, seconded by Ron Preble.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Beaches: Paul Manganiello made a motion to accept the Budget Committee recommendation of \$16,774, seconded by Ernie Richards.

- Paul Manganiello asked how many beach attendants are included in line 120. Town Administrator Capone explained that there are two attendants who are responsible for the monitoring the beach stickers on cars. A third attendant works only maintenance which covers raking and mowing. The town has tried to staff these positions from Memorial Day to Labor

Day, but this past summer the positions were not filled the entire period of time. There is roughly \$4,200 budgeted for each attendant.

- Dave Carr asked if the Highway Department is cleaning the beaches. Town Administrator Capone said two summers ago, the Highway Department did a big sweep of the beach every Friday morning with the tractor.
- Carol Huber asked what the rate of pay for the attendants is and if there are spot checks done. Town Administrator Capone said the attendants get paid \$10 per hour and the town does try to do spot checks on the beach attendants. Carol expressed her concern that she has been to the Beach and has observed a beach attendants just sitting in a chair and not checking vehicles. The Town Administrator made note of her concern.
- Ernie Richards asked if the beach permits are revenue that offsets the department expenses. Town administrator Capone explained that this revenue does not specifically pay the beach attendant wages.
- Ernie Richards made a motion to reduce line 120: Beach Attendants to a total of \$9,000, seconded by Barbara Greenwood. Mark Chevalier commented that the new amount would only cover the beach attendants but not the maintenance position. The motion and the second were subsequently removed.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Kelley Park: Barbara Greenwood made a motion to accept the Budget Committee department recommendation of \$29,043, seconded by Ron Preble.

- Paul Manganiello asked what the \$5,000 in Line 820: Master Plan-Capital Items was for. Town Administrator Capone explained that this money is to cover any capital items that may come up. Les Dion asked that \$15,000 be budgeted in this line in case the warrant article for the playground does not pass. The \$15,000 is needed to fix and make the playground safe. The Select Board left \$5,000 in the line.
- Barbara Greenwood and William Cote commented on an encumbrance for woodchips. Town Administrator Capone explained that \$10,000 would be needed for the woodchips to resurface the playground and \$3,500 would purchase a piece of equipment. The Select Board still has to okay the \$13,500 encumbrance.
- William Cote asked if Bristol Elementary School pays a rental fee for the use of Kelley Park. Town Administrator Capone said that the town receives \$8,000 from the school district.
- Carol Huber asked about the actual cost of the Part-Time Attendant. Town Administrator Capone said that it has been a challenge trying to keep the position filled. The bulk of the work takes place in the summer time doing mowing and repairs. There has been enough consistency with the position to get a good sense of how the funds should be distributed among the various areas of the budget that utilize the part time service. This Attendant position is charged between four different departments. The Highway Department has been called upon a number of times to help when the position has been vacant.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Patriotic: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$13,700, seconded by Carol Huber.

- Mark Chevalier asked if Line 890: Patriotic Purposes is money for holiday flags. Town Administrator Capone explained that the \$700 purchases flags for the cemeteries only. The flags on the light poles were purchased with private donations and there is no money to replace them.

- Mark Chevalier made a motion to increase line 890: Patriotic Purposes by \$500 to replace flags on the light poles, seconded by Ron Preble.
Vote on Amendment: 8 In Favor 2 Opposed. Motion Passes.
- New Total for Patriotic is \$14,200.
Vote: 10 In Favor 0 Opposed. Motion Passes.

Conservation Commission: Ron Preble made a motion to accept the Budget Committee recommendation of \$1,460, seconded by Paul Manganiello.
Vote: 9 In Favor 0 Opposed 1 Abstention. Motion Passes.

Historic District Commission: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$983, seconded by Barbara Greenwood.

- Carol Huber asked about the year to date total for line 120: HDC Secretary. Town Administrator Capone explained that the Commission tries to have regularly scheduled meetings but there are times they do not meet.
Vote: 10 In Favor 0 Opposed. Motion Passes.

Social Services: Paul Manganiello made a motion to accept the Budget Committee recommendation of \$14,350, seconded by Carol Huber.

- Dave Carr made a motion to decrease the total for Social Services to a total of \$10,250, seconded by Ernie Richards. The decreased total for each specific line is as follows: Line 570: Tri-Co Community Action- \$1,000; Line 571: Grafton County Senior Citizens Council- \$7,000; Line 573: Voices Against Violence-\$500; Line 576: Pemi River Local Advisory Committee-\$250; Line 577: CADY-\$400; Line 578: Bridge House Shelter-\$1,000; Line 579: CASA- \$100.
- Tom Keegan commented that all of these organizations have tried to get contributions and are already bare bones and struggling to provide so many services to the town.
- Mark Chevalier commented that the town Welfare Office sends people to these agencies for services which save the town money.
- Dave Carr commented that his amendment did not eliminate any funding it just reduced each amount.
- Kerrin Rounds commented that she would support level funding.
Vote on Amendment: 1 In Favor 8 Opposed 1 Abstention. Motion Fails.
- Mark Chevalier made a motion to level fund Line 577: CADY at \$400, seconded by Paul Manganiello.
Vote: 9 In Favor 1 Opposed. Motion Passes.
- Carol Huber made a motion to reduce Line 570: Tri-Co Community Action to zero, seconded by Ernie Richards.
Vote: 1 In Favor 9 Opposed. Motion Fails.
- Kerrin Rounds made a motion to reduce Line 578: Bridge House Shelter to \$1,500, seconded by Barbara Greenwood.
Vote: 9 In Favor 1 Opposed. Motion Passes.
- New Social Services total: \$13,350.
Vote: 10 In Favor 0 Opposed. Motion Passes.

Principal L/T Debt: Carol Huber made a motion to accept the Budget Committee recommendation of \$265,028, seconded by Ernie Richards.
Vote: 10 In Favor 0 Opposed. Motion Passes.

Interest L/T Debt: Mark Chevalier made a motion to accept the Budget Committee recommendation of \$61,068, seconded by Paul Manganiello.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Tax: Ron Preble made a motion to accept the Budget Committee recommendation of \$1,000, seconded by Dave Carr.

Vote: 10 In Favor 0 Opposed. Motion Passes.

Deliberations for Water/ Sewer and Library will continue on January 27th.

Member Comments:

Chair Kerrin Rounds asked the Town Administrator to contact Homeland Cemetery to come in on January 27th to present their request to the Budget Committee.

The public hearing will be posted for February 10th with a second hearing on February 17th if needed.

At the February 3rd meeting, the committee will vote on the warrant articles approved by the Select Board. Petitioned warrant articles will be discussed after the public hearing.

February 4th is the last day for petitioned warrant articles.

Dave Carr commented that a lot of money has been added to the budget and there needs to be some serious reviews of departments in order to keep the budget as close as possible to last year's budget.

Town Administrator Capone will provide the Budget Committee with updated budgets late Friday.

Ron Preble asked about re-elections. The filing period is January 22nd to January 31st. There are four Budget Committee positions to be filled.

Kerrin Rounds commented that the Crossing Guards discussion was tabled. The Select Board is discussing this on Thursday January 23rd.

Administrator's Report:

In response to Mr. Richards request for more information with regard to outstanding taxes, the Town Administrator distributed a copy of a collections report from the Town Clerk/Tax Collector. The Town Administrator reviewed some of the numbers on the report with the Committee. He noted that he has been studying payments against tax warrants since 2008 in the two Towns that he has served in as Administrator. In every case, 90% to 92% of the warrant has been collected within the first 45 days. He noted that this was true of the most recent warrant of which 92.12% was collected within the first 45 days. He also noted that, as of the end of 2013, 96.82 % of the spring warrant had been collected.

The Administrator reviewed some of the other numbers on the report and took some questions from the Committee. He noted that some of the smaller outstanding amounts from prior years represented efforts by the Town Clerk/Tax Collector to assist those residents who were having trouble paying their taxes.

Mr. Cote asked if the outstanding tax balance impacted the tax rate. The Administrator noted that it had an impact on the Town's cash flow position, but did not directly impact the tax rate.

Adjournment:

Ron Preble made a motion to adjourn, seconded by Paul Manganiello, passed with all in favor. The meeting was adjourned at 8:56 pm.

Respectfully submitted,
Wendy Costigan, Secretary