

APPROVED

Budget Committee
Meeting Minutes
January 27, 2014

Present:

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

Absent: Kerrin Rounds.

Others Present:

Michael Capone- Town Administrator, Jeff Chartier- Water/Sewer Superintendent, Sharon Warga- Library Director, Sandy Despina representing Homeland Cemetery

Call to Order:

Committee Vice-Chair Mark Chevalier called the meeting to order at 7:01pm.

Review of Minutes:

Mark Chevalier asked the members to review the minutes from January 20, 2014. Carol Huber made a motion to accept the minutes as written, seconded by Ernie Richards. Motion passed with three abstentions by Kevin McCaffrie, Ashley Dolloff, and Betsy Schneider.

Correspondence:

None

Old Business:

None

New Business: Continuation of Deliberations.

Library: Barbara Greenwood made a motion to accept the Budget Committee recommendation of \$146,340, seconded by Paul Manganiello.

- Carol Huber asked what was included in line 620: Office Supplies. Sharon Warga commented that various supplies such as pens, pencils, and copy paper were purchase under this line.
- Paul Manganiello asked if the Part-time Maintenance employee will now be used for the Custodial Service (Line 641). Sharon Warga stated that the Library is not using the maintenance person for cleaning the inside of the library, only for outside maintenance such as shoveling and minor repairs. The indoor cleaning is still being done by the cleaning service. Town Administrator Capone commented that the custodial service by the contract cleaning service will end for the town office building at 230 Lake Street at the end of January. The maintenance person will be taking over custodial duties at the town offices.
- Kevin McCaffrie asked if the \$4,320 in Line 641 was a bidded contract price or an estimate. Sharon Warga explained that this is the contract price. The price increased based on the increased square footage.

- Barbara Greenwood commented that the Library Trustees felt that the cleaning service was needed to handle the various cleaning tasks needing to be done with the larger building. This includes cleaning of the windows.
- Mark Chevalier asked if rug washing was included. Sharon Warga said that the cleaning service is asked once a year to wash the rugs. This price is in the contract.
- Carol Huber asked about the increase to line 672: Video. Sharon Warga explained that the DVD circulation at the library has jumped quite a bit. Last year's circulation was over 10,000 DVDs. More DVDs are needed for the collection.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Bristol Cemetery Association, Homeland Cemetery:

- Mark Chevalier stated that the budget for Homeland Cemetery has already been approved by the Budget Committee.
- Sandra Despina, a member of the Homeland Cemetery Board of Directors, gave an overview.
- Bristol Cemetery Association is requesting \$6,000 from the Town of Bristol.
- The requested money is used for mowing and trimming of the grounds, roadway maintenance, and tree removal. Mowing is the largest expense and a competitive bid process is used.
- The Association does have a Capital Reserve Fund and a restricted Trust Fund.
- Kevin McCaffrie asked what the fund balances are. Ms. Despina stated that the balance is approximately \$150,000 of which half is restricted. Interest earned is divided by percentage to each account
- Ron Preble asked what the 2013 Association budget was. Ms. Despina stated that the 2013 budget was approximately \$20,000.
- William Cote asked if there was any money that came from the woodlots or any other land. Tom Keegan said that the woodlot was previously harvested and it would be another 10 years before it is profitable again.

Water/Sewer Department:

Sewer Surplus Transfer: Ron Preble made a motion to accept the Budget Committee recommendation of \$2, seconded by Kevin MacCaffrie.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Sewer Capital Projects: Carol Huber made a motion to accept the Budget Committee recommendation of \$20,000, seconded by Kevin MacCaffrie.

- Paul Manganiello asked what projects this included. Jeff Chartier stated that this is a continuation of the meter upgrade. Sewer is 1/3 of the cost.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Sewer Operations: Ernie Richards made a motion to accept the Budget Committee recommendation of \$325,660, seconded by Ron Preble.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Sewer Debt Service: Dave Carr made a motion to accept the Budget Committee recommendation of \$12,278, seconded by Barbara Greenwood.

- Kevin MacCaffrie asked if this was associated with the initial bid for the project or added in. Jeff Chartier said that this amount is calculated on the \$850,000 loan bond payment.

- William Cote asked what the length of the bond was. Town Administrator Capone stated that it is a 15 year bond.
- Barbara Greenwood asked if there have been any problems collecting payments and if there were any more complaints about the new meters. Jeff Chartier reported that payment collections have been good. Very few complaints have been made concerning the meters.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Total Sewer: Barbara Greenwood made a motion to accept the Budget Committee recommendation of \$357,940, seconded by Paul Manganiello.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Water Capital Projects: Kevin MacCaffrie made a motion to accept the Budget Committee recommendation of \$40,002, seconded by Paul Manganiello.

- Paul Manganiello asked what the upgrades are this year. Jeff Chartier stated that this a continuation of the water meter upgrades. Water is 2/3 of the cost.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Water Operations: Ron Preble made a motion to accept the Budget Committee recommendation of \$296,324, seconded by Barbara Greenwood.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Water Debt Service: Kevin MacCaffrie made a motion to accept the Budget Committee recommendation of \$66,506, seconded by Paul Manganiello.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Total Water: Kevin MacCaffrie made a motion to accept the Budget Committee recommendation of \$402,832, seconded by Ron Preble.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Enterprise Funds: Paul Manganiello made a motion to accept the Budget Committee recommendation of \$760,772, seconded by Kevin MacCaffrie.

- Tom Keegan asked to have an enterprise fund explained. Jeff Chartier explained that an enterprise fund spends what they earn. User fees are used to pay expenditures. Rates are looked at to maintain level rates. Some of the money raised by user fees is put in a capital reserve fund to pay for future projects.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Warrant Articles Update:

- The Budget Committee asked the Select Board to revisit including a warrant article for the sidewalk tractor. The Select Board will meet Thursday, January 30th, to go over warrant article language and look at budget adjustments and encumbrances. These warrant articles include the sidewalk tractor, power stretcher, and the playground revitalization project. Amounts of warrant articles can be amended at Town Meeting.
- Mark Chevalier asked if there have been any petitioned warrant articles submitted. Town Administrator Capone reported that there has been 1 petitioned article to date. This article is for repairs to the roof on the old fire station in the amount of \$20,000.

Member Comments:

- William Cote asked how the School Resource Officer will show up in the budget. Town Administrator Capone said that this will be discussed at the Select Board meeting on Thursday.
- Paul Manganiello asked about the Outside Detail budget and if it is continuing to be drawn upon. The Town Administrator explained that bills and payroll need to be paid and added on the 2013 budget. The money cannot be encumbered this year and the remainder will go to the bottom line.

Administrator's Report:

- Budget updates will be sent out this Friday. There is still some year to date numbers to change. The estimated 2014 revenue may need to be adjusted also.
- Police Details explanation: There are 2 detail rates. The contract rate is \$66 and \$55 for community details. In either case, the officer receives \$41 per hour. There is an administrative component at \$14. There is also an \$11 charge for the cruiser. The amount revenue received by the Town per detail will depend on the type of detail and the officer working the detail.
- The Town Administrator noted that he will be lowering the Police Detail revenue line by two thousand dollars.
- The Hebron revenue is located in line 400 on the revenue worksheet.
- The date for the second public hearing needs to be set. Ron Preble made a motion to hold the second public meeting, if needed, on Friday February 14th at 7:00 at the Minot-Sleeper Library, seconded by Kevin MacCaffrie.

Vote: 12 In Favor 0 Opposed. Motion Passes.

Adjournment:

Ron Preble made a motion to adjourn, seconded by Barbara Greenwood, passed with all in favor. The meeting was adjourned at 7:53 pm.

Respectfully submitted,
Wendy Costigan, Secretary