

**APPROVED**

Budget Committee  
Meeting Minutes  
February 3, 2014

**Present:**

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

**Absent:**

**Others Present:**

Michael Capone- Town Administrator

**Call to Order:**

Committee Chair Kerrin Rounds called the meeting to order at 7:02 pm.

**Review of Minutes:**

Kerrin Rounds asked the members to review the minutes from January 27, 2014. Carol Huber made a motion to accept the minutes as written, seconded by Barbara Greenwood. Motion passed with one abstention by Kerrin Rounds.

**Correspondence:**

None

**Old Business:**

Dave Carr asked if there were no taxes associated with line 01-4611-120: Conservation Commission Secretary. Administrator Capone will check to see if the \$800 budgeted for this line includes FICA and Medicare.

Dave Carr asked what the Wellness Grant (Line 01-4155-290) was used for. Administrator Capone explained that the money is used to promote wellness programs with departments. This expense is offset by revenue received from our health care provider.

Homeland Cemetery: Tom Keegan made a motion to increase Line 01-4195-651: Homeland Cemetery by \$3,000, seconded by Barbara Greenwood.

- Carol Huber asked if Bristol is the only town that contributes to the cemetery. Ron Preble commented that Bristol does not have a cemetery that can be used for burials.
- Betsy Schneider asked why there is an increase in the cemetery mowing expense. Ron Preble stated that the mowing estimate goes up every year.

**Vote: 2 In Favor 9 Opposed 2 Abstentions. Motion Fails.**

Wages: Dave Carr made a motion to change the wage increase to \$0.25 per hour, seconded by William Cote.

- Barbara Greenwood what the dollar amount the \$0.25 raises totals per person per year. The 25 cent increase would equal \$520 per person per year.

- Tom Keegan commented that employees are now paying more for health insurance through increased deductibles and premiums.
- Ernie Richards asked what the total cost of a 25 cent raise would be in the budget. Administrator Capone stated that the cost is approximately \$18,500 and would drop the budget roughly another \$8,000 to \$10,000.

**Vote: 6 In Favor 6 Opposed 1 Abstention. Motion Fails.**

William Cote commented that for the past two budget cycles there has been a substantial surplus at the end of the year. Mr. Cote asked if this is a trend and is the town over budgeting. Administrator Capone stated that a surplus has been returned for the past three years. Kerrin Rounds commented that she has been asking department heads about open positions and that unfilled positions that have been budgeted for but not expended could contribute to the surplus.

Dave Carr asked if the fund balance is where the state wants it. Administrator Capone stated that the fund balance is within state recommended amounts.

Patrol Officer: Paul Manganiello made a motion to reduce line 01-4210-115 from \$40,555 to \$1, seconded by Carol Huber. Mr. Manganiello feels the School Resource Officer position is still open in his opinion and this is protection from adding a tenth officer.

- Kerrin Rounds commented that the Select Board would have to budget a tenth officer.
- Barbara Greenwood and Ashley Dolloff both felt there was not enough information regarding the resource officer to base a decision on.
- Carol Huber commented that an officer on the payroll now could fill the resource officer position.

**Vote: 6 In Favor 7 Opposed. Motion Fails.**

Motorcycle: Dave Carr made a motion to reduce line 01-4210...(Motorcycle) to zero, seconded by Ernie Richards.

**Vote: 8 In Favor 2 Opposed 3 Abstentions. Motion Passes.**

New Equipment: Betsy Schneider made a motion to decrease line 01-4210-810 \$1,000 for a total of \$2,200, seconded by Ernie Richards. Ms. Schneider commented that the \$1,000 would not cover the video equipment expenses. The two new computers would be covered by the \$2,200.

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

**New Overall Budget Total:** Mark Chevalier made a motion to accept the new overall budget total of \$5,466,274 as amended, seconded by Kevin MacCaffrie.

**Vote: 7 In Favor 5 Opposed 1 Abstention. Motion Passes.**

**New Business:** Discussion of Day Away Program and Crossing Guards budget.

**Day Away Program:** Mark Chevalier made a motion to add \$650 to Day Away under Social Services, seconded by Carol Huber.

- Mark Chevalier asked what the program was. Betsy Schneider explained that it was a respite program for caregivers of people with early dementia. The Select Board voted to add \$650 into this line in the budget.

**Vote: 12 In Favor 1 Opposed. Motion Passes.**

**Crossing Guards:** Mark Chevalier made a motion to accept the Budget Committee department

recommendation of \$9,406, seconded by Barbara Greenwood.

- Kevin MacCaffrie asked if this department was discussed by the Select Board and if it was brought up with the School Board. Betsy Schneider stated that the Select Board did discuss this but it was not brought to the School Board for a discussion.

**Vote: 12 In Favor 1 Opposed. Motion Passes.**

#### **Warrant Articles:**

Dave Carr asked for clarification on why the warrant articles state that the Treasurer and not the Trustees of the Trust Funds have custody of the monies. Administrator Capone stated that the language for the warrant articles was taken from sample language from DRA and that the authority to spend the money rests with the Select Board. Betsy Schneider commented that this will be brought up with the Select Board.

**Article #5:** Shall the Town vote to establish a revolving fund pursuant to RSA 31:95-h for the purpose of purchasing a replacement ambulance. A portion of ambulance patient proceeds, not to exceed Forty thousand dollars (\$40,000), shall be placed in the fund each year, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund unreserved fund balance. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Select Board and no further approval is required by the legislative body to expend. The balance in the fund shall be included in the Town Report each year. Such funds may be expended only for the purpose for which the fund was created. (Majority vote required).

#### **The Select Board Recommends this Article 5-0**

- Dave Carr asked why the amount is \$40,000 and not the \$28,000 previously discussed.
- Paul Manganiello commented that the amount could be higher to possibly include power stretcher in the new ambulances.
- Kevin MacCaffrie commented that a fully equipped ambulance is closer to this amount and the price will be higher in 5 years when it is purchase. The revolving fund could be short money when it is bid out.

**Vote: 8 to recommend 4 to not recommend 1 abstention. Article is recommended.**

**Article #6:** Shall the Town vote to establish a revolving fund pursuant to RSA 31:95-h for the purpose of Police special detail wages, benefits and the purchase of Police cruisers and to raise and appropriate the sum of five thousand dollars (\$5,000) to be deposited into the fund. Further, all revenues received for Police special details and other Police fees will be deposited in the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund unreserved fund balance. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Select Board and no further approval is required by the legislative body to expend. The balance in the fund shall be included in the Town Report each year. Such funds may be expended only for the purpose for which the fund was created. (Majority vote required).

#### **The Select Board Recommends this Article 4-0-1**

- Dave Carr commented that he feels all revenues should go into the general fund then get sorted out and used by the Select Board.

- Paul Manganiello commented that there is no cap set in the warrant and that it says it is specifically for police cruisers. Mr. Manganiello feels that this decision should be made through a warrant article for each cruiser.
- Ernie Richards commented that the police department has not created a revenue source unlike the fire department which has a revenue source from the ambulance.

**Vote: 3 to recommend 9 to not recommend 1 abstention. Article is not recommended.**

**Article #7:** Shall the Town vote to establish a revolving fund pursuant to RSA 31:95-h, for the purpose of promoting recycling through improved Transfer Station operations. All refunds from our participation in the Concord Regional Solid Waste Cooperative will be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund balance. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Select Board and no further approval is required by the legislative body to expend. The balance in the fund shall be included in the Town Report each year. Such funds may be expended only for the purpose for which the fund was created. (Majority vote required).

**The Select Board Recommends this Article 5-0**

- William Cote asked if the money is only for 2015 and 2016. Administrator Capone stated that things could change but he is not presently aware of anything that could impact this. The timeframe for the refunds is 2015 and 2016.

**Vote: 12 to recommend 1 to not recommend. Article is recommended.**

**Article #8:** To see if the Town will vote to authorize the Select Board to enter into a two year lease/purchase agreement for one hundred sixty two thousand dollars (\$162,000) for the purpose of purchasing a six wheel dump truck for the Highway Department, and to raise and appropriate the sum of eighty one thousand dollars (\$81,000) the first year's payment for that purpose, amount to come from taxation will be offset by any trade in value. This lease purchase agreement contains an escape clause. (Majority vote required)

**The Select Board Recommends this Article 4-1**

- Paul Manganiello commented that the article is too open ended without the inclusion of the trade in value for the truck.
- Kevin MacCaffrie asked if there was a trade in value. Administrator Capone stated that the estimated trade in value is \$7,500 to \$8,000.
- William Cote asked if the \$162,000 included interest. Administrator Capone stated that it did.

**Vote: 6 to recommend 6 to not recommend 1 abstention. Article is not recommended.**

**Article #9:** To see if the Town will vote to raise and appropriate the sum of eighty thousand dollars (\$80,000) for repairs to the Old Town Hall. (Majority vote required)

**The Select Board Recommends this Article 3-2**

- Paul Manganiello asked if this is encumbered funds or addition funds. Betsy Schneider stated that it is additional funds. Administrator Capone stated that all repairs are estimated at

\$171,000 to include work on the roof, sills, and repairs to walls, mold damage, bat guano removal, and repairs to the heating system. The article from last year's Town Meeting only focused on the roof. An additional \$80,000 gets all the repairs done.

- William Cote asked what happens to the approved money from last year if this warrant article is defeated at Town Meeting this year. Administrator Capone stated that the Select Board would have to decide how the funds are used. He believes that the funds can be encumbered for up to two years, but is going to check on that.

**Vote: 3 to recommend 10 to not recommend. Article is not recommended.**

**Article #10:** To see if the Town will vote to raise and appropriate the sum of fifty five thousand dollars (\$55,000) for the purpose of purchasing playground equipment for Kelley Park. Twenty five thousand dollars (\$25,000) to come from general taxation and thirty thousand dollars (\$30,000) to come from the Kelley Park Equipment Fund. (Majority vote required)

#### **The Select Board Recommends this Article 3-2**

- Dave Carr asked if the Kelley Park Equipment Fund was the existing trust fund. Administrator Capone stated that it is and that this was reviewed by Betty Seeler and the existing funds can be used for Kelley Park equipment.
- Paul Manganiello asked if this article is related to article 15. Betsy Schneider stated that this is separate from article 15.
- Ron Preble asked how the KaBoom grant figures in to this article. Administrator Capone stated that the grant money does not pass through the town. The money goes as a payment and discount to the vendor. That is why the total amount to be raised was lowered from \$70,000 to \$55,000.

**Vote: 5 to recommend 7 to not recommend 1 abstention. Article is not recommended.**

**Article #11:** To see if the Town will vote to authorize the Select Board to enter into a five year lease/purchase agreement for one hundred thirty four thousand and one dollars (\$134,001) for the purpose of purchasing a Town sidewalk tractor with a double trip front plow, a 51" ribbon blower, a front boom flail mower and dual wheel kit, a 60" front broom and water kit and a trackless rear hydraulic sander, and to raise and appropriate the sum of twenty eight thousand five hundred forty five dollars (\$28,545) for the first year's payment for that purpose. This lease/purchase agreement contains an escape clause. (Majority vote required).

#### **The Select Board Recommends this Article 3-2**

- Ernie Richards asked if the amount was correct. His calculation shows a total of \$142,725. Administrator Capone confirmed that the total should be \$142,725 and it will be corrected.
- Betsy Schneider asked if the trade in of the Kubota is included. Administrator Capone state that the Kubota is not being traded in.
- Paul Manganiello asked if this is a new machine or a reconditioned one. Administrator Capone stated that it is reconditioned.

- Barbara Greenwood stated that the rental fees for mowing would be saved by purchasing this with all the additional equipment. Betsy Schneider asked what the rental fees totaled. Administrator Capone stated that the rental fees which are budgeted at \$4,500 would be saved.
- Kevin MacCaffrie commented that there are associated maintenance costs even though it is a reconditioned unit.

**Vote: 6 to recommend 7 to not recommend. Article is not recommended.**

**Article #12:** To see if the Town will vote raise and appropriate the sum of fifteen thousand, eight hundred and forty five dollars (\$15,845.00) for the purpose of purchasing a Stryker Power-PRO XT power stretcher for Ambulance 4A-1, amount to come from taxation will be offset by any trade in-value. (Majority vote required).

**The Select Board Recommends this Article 3-2**

- Ernie Richards commented that the trade in value is not shown. Betsy Schneider stated that the trade value is \$3,000 and this will be explained by the Select Board at Town Meeting.
- Kerrin Rounds commented that not having the power stretcher is a workers compensation issue and potential law suit issue as the old stretchers can malfunction.

**Vote: 12 to recommend 1 to not recommend. Article is recommended.**

**Article #13:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of Town building maintenance and to raise and appropriate the sum of twenty thousand dollars (\$20,000) to be placed in this fund. (Majority vote required).

**The Select Board Recommends this Article 5-0**

- William Cote asked what buildings are covered by this article. Administrator Capone stated that any town owned building is included.

**Vote: 13 to recommend 0 to not recommend. Article is recommended.**

**Article #14:** To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing a Fire engine and to raise and appropriate the sum of twenty five thousand dollars (\$25,000) to be placed in this fund. (Majority vote required).

**The Select Board Recommends this Article 5-0**

- Dave Carr asked who will handle this money. Town Administrator Capone explained that capital reserves are under the control of the Trustees of the Trust Funds.

**Vote: 12 to recommend 0 to not recommend 1 abstention. Article is recommended.**

**Article #15:** To see if the Town will vote to raise and appropriate the sum of thirteen thousand five hundred dollars (\$13,500) for the purpose of purchasing a log crawl tunnel and 300 cubic yards of certified wood carpet for Kelley Park. This sum to come from fund balance and no money will be raised from taxation. (Majority vote required)

**The Select Board Recommends this Article 3-1-1**

- Barbara Greenwood commented that the recommendation came out of a safety audit done on the playground which stated that the surface needed to be changed.
- Paul Manganiello commented that the original \$15,000 was to change the surface and do repairs but that after discussions the project got larger.
- William Cote commented that if article 10 fails then all the money wouldn't be needed because the footprint of the project will be smaller.
- Ron Preble asked if there is already money for the wood chips if the article fails. Kerrin Rounds stated that the money was not encumbered but that money could come out of the fund balance to resurface and do repairs.

**Vote: 5 to recommend 7 to not recommend 1 abstention. Article is not recommended.**

**Article #16:** To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate the sum of twenty five thousand dollars (\$25,000) to go into the fund. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required).

**The Select Board Recommends this Article 5-0**

- Kerrin Rounds asked if there needs to be a vote on a contingency every year. Administrator Capone stated that DRA requires a warrant article every year for a contingency fund.
- Ernie Richards asked what the fund can be used for as opposed to article 13. Kerrin Rounds explained that article 13 is only for maintenance repairs where the contingency can be used anywhere money is needed in the budget.
- Betsy Schneider asked if the contingency money could be added into the reserve funds. Administrator Capone stated that a town meeting would be needed to vote on a warrant article to move money from funds.
- Carol Huber asked if the money in the contingency has always been expended. Administrator Capone stated that the money has not always been expended.

**Vote: 13 to recommend 0 to not recommend. Article is recommended.**

**Article #18:** To see if the Town will vote to authorize the Bristol Select Board to petition the State of New Hampshire Site Evaluation Committee (SEC) to intervene as set out in RSA 541-A: 32 and in the Committee's Administrative Rules (Site 202:11) if a wind energy site application is filed with the SEC impacting the view shed of Newfound Lake and/or the Town of Bristol as seen from any point in Town and to further raise and appropriate the sum of ten thousand dollars (\$10,000) to cover any legal expenses associated with the Town's participation as an intervener. (Majority vote required)

**The Select Board Recommends this Article 5-0**

- Paul Manganiello felt that this article was a matter of protecting the tax base.
- Tom Keegan is not in favor as he feels the legal budget is already tenfold and this is adding money that may not be needed.

**Vote: 9 to recommend 1 to not recommend 3 abstentions. Article is recommended.**

**Article #21: By Petition:** To see if the Town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000.00) to repair/replace the roof of the Old Fire House. This would cover the cost of repairing the structure and replacing the shingles on the bell tower and painting the existing metal roofing. This amount is an estimate and only the cost of the actual work would be spent. (Majority vote required)

- Dave Carr asked if this wouldn't come out of article 14 building maintenance. Administrator Capone stated that this is a petitioned article and it has to appear on the ballot.
- William Cote asked what is housed in the building. Barbara Greenwood stated that the Historical Society was there and it was also used for storage. The fire department has items stored there as well as the motorcycle.

**Vote: 12 to recommend 0 to not recommend 1 abstention. Article is recommended.**

**Article #22:** To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Five Hundred Dollars (\$20,500) for the purpose of conducting an organizational and operational assessment of the Bristol Police Department with the intent of studying the Department to ensure that it is appropriately structured, organized, staffed, and equipped to fulfill their mission and to meet the current and projected future policing needs of the community; and further, to authorize the Board of Selectmen to negotiate a contract containing a detailed scope of service designed to accomplish the intent of the article with Municipal Resources Inc. of Meredith, NH or a similarly qualified, knowledgeable, and independent 3<sup>rd</sup> party consultant with relevant experience and expertise in public safety operations and management. (Majority vote required)

- Ron Preble commented that he feels there is money in the police department budget to do this.
- Paul Manganiello commented that an audit would give a resolution to these questions.
- Betsy Schneider asked if the money could be taken from the contingency fund to pay for this. Administrator Capone stated that if the article is defeated the money could come from the contingency fund.

**Vote: 10 to recommend 2 to not recommend 1 abstention. Article is recommended.**

**Member Comments:**

Paul Manganiello commented that Kerrin Rounds did a great job as the Budget Committee Chair. Carol Huber commented that she is not happy with the amount of the overall budget and that she does not think that the Budget Committee is doing their jobs.

**Administrator's Report:**

Town Administrator Capone will make minor corrections to the warrant articles and will redistribute them to the committee.

**Adjournment:**

Mark Chevalier made a motion to adjourn, seconded by Tom Keegan, passed with all in favor. The meeting was adjourned at 9:14 pm.

Respectfully submitted,  
Wendy Costigan, Secretary