

APPROVED

Budget Committee
Meeting Minutes
August 11, 2014

Present:

Dave Carr, Paul Manganiello, Carol Huber, William Cote, Barbara Greenwood, Don Milbrand, Kevin MacCaffrie, Tom Keegan, and Ron Preble.

Absent: Kerrin Rounds, Ashley Dolloff, Ernie Richards, and Shaun Lagueux.

Others Present:

Michael Capone- Town Administrator

Call to Order:

Committee Vice- Chair Paul Manganiello called the meeting to order at 7:02pm.

Review of Minutes:

Paul Manganiello asked the members to review the minutes from June 16, 2014. Carol Huber made a motion to accept the minutes as written, seconded by William Cote. Motion passed with all in favor with three abstentions by Kevin MacCaffrie, Tom Keegan, and Ron Preble.

Old Business:

The by-laws subcommittee will begin work on a draft on September 8th. This is open to any Budget Committee member who wants to attend. It will be a public meeting. The town of Brentwood by-laws will be used as a draft outline while also folding in the draft by-laws from the Bristol Budget Committee from several years ago. After a consensus is reached regarding the draft, the sub-committee will present the draft on October 13th to the Budget Committee.

New Business:

Kerrin Rounds and Paul Manganiello met with the Select Board to discuss scheduling a Saturday meeting that both the Budget Committee and Select Board attend to hear the Department Head presentations. This will ensure that both groups get the same information at the same time. The Select Board was in favor of the idea. The meeting is set for November 8th at the library. The departments presenting include Fire Department, Police Department, Highway Department, Town Clerk/Tax Collector, Library, Water Department, Solid Waste, and Executive. The departments will each have individually scheduled times to present. There will be a scheduled lunch break and a time for public comment after all the departments have presented. The CIP presentation will be prior to this day. Draft budgets will be due the week before November 8th. Questions for the Department Heads should be emailed to the Budget Committee Chair prior to the 8th.

Kerrin Rounds created a tentative schedule for the current budget season.

- October 13th: CIP and by-laws subcommittee work
- November 8th: Department budget day
- December 1st and 8th: Non-Profit organizations, TTCC, Kelley Park, Town Cemeteries, Homeland

Cemetery.

- December 15th: Select Board
- There will be 5 Deliberative sessions in January.

Member Comments:

Dave Carr commented that he could not find the contingency fund in the budget. Administrator Capone explained that the contingency fund was voted as a warrant article at Town Meeting. This is a new RSA that requires the contingency fund to be voted as a warrant article every year.

Dave Carr commented that the Police Department has been using the town car quite a bit and would like to know where the expenses are reported for that use. Administrator Capone will break out the expenses for fuel.

Dave Carr requested that the budget reports now include a column for what was spent last year. Administrator Capone will ask Melanie to include a column for the 2013 actual budget plus encumbrances. The reports will be sent monthly now.

Dave Carr commented that the Police Chief requested \$9,000 for three new radios for the police cruisers and that there was no mention from the Select Board as to where the money was coming from. Administrator Capone explained that at the previous Select Board meeting there was a discussion regarding this. The purchase of the radios will be reported in the Police Equipment line. If there are sufficient funds at the end of the year in the department budget, the radios are covered. If there are not sufficient funds at the end of the year, the funds can be covered through the Contingency Fund.

Paul Manganiello commented that the Maintenance Custodian line in General Government is expended. Administrator Capone stated that the position is funded through several different lines in the budget. There are funds for this position in Kelley Park, Library, Highway, General Government, and Cemeteries. The position has been established at 30 hours per week at \$10 per hour for 52 weeks. Shaun Lagueux commented that once there is someone working the position with some consistency, it will be easier to budget the position more accurately.

Select Board Comments:

Shaun Lagueux updated the committee on items the Select Board has been working on.

- This year's paving work was authorized. Included is a chip sealing project on Peaked Hill and drainage work on High Street. Paving price came in very well for the town.
- Sidewalk tractor purchase was authorized. The tractor includes many accessories such as a mower, snow blower, plow and sander in the back. It will arrive in September. It is a factory reconditioned unit, but it is only a few years old. All the attachments are brand new. The unit comes with a 90 day warranty with a longer warranty on the power train.
- Summer town meeting was sparsely attended, but there were many things happening in town that Saturday.
- Extensive work has been done to the Old Town Hall including drainage work, a new metal roof, bat guano cleared out, and sills replaced. Betsy Schneider, Sandra Heaney, and Michael Capone have all worked together to get the work completed. The next work to be completed is work to the three chimneys, duct work in the basement, and sheet rock in the vault room. The Fire Chief will inspect the building for fire safety. The town has applied for an LCHIP grant for \$30,000 to do more work to the building. The grants will be decided in October or November.
- The roof on the old town hall will be painted and repaired.
- The purchase of the new fire engine is underway and ordered. It will take about 10 months for delivery.
- The beach attendants are doing a better job this year. Kelly has done a lot of work this year with

training the attendants.

- William Cote commented that he was not uncomfortable with the time it took to purchase the new dump truck. The delays saved money and the town got the best value.

Administrator's Report:

The state has a new program called TAP (Transportation Alternative Program). Administrator Capone has been working on letters of interest for two projects to submit for funding. The first funding round comes in September. The program has \$4.5 million available for funding projects. \$200,000 is the minimum project size. The first project to be submitted is building sidewalks on Merrimac Street, Central Street, and Spring Street. The sidewalks would open that side of the square to foot traffic. The second project is to begin building the pieces of the Pemi Trail that are on town property. Both projects are under \$300,000. Ernie Richards asked if the projects are funded 100%. The TAP Program is funded 80/20. If the projects are selected, the town can ask voters at Town Meeting for the 20%.

Rounds 5 and 6 of the Safe Routes to School were combined and the town will receive \$235,000 which is 100% funded. The preliminary design work has been done and the project will be bid and built next year. The sidewalks on North Main Street will be rebuilt and brought down to grade with a handicap switchback ramp to the elementary school added. The sidewalks on School Street will be rebuilt and brought down to grade also. Sidewalks will also be built on the north side of Mayhew Street.

Kerrin Rounds asked if the playground project is complete and did it come in under budget. Administrator Capone stated that the project came within the budget and the playground has been inspected by the insurance company. A few things needed to be addressed and they have been fixed. There are still benches, trees, and flower boxes that will be added. Jim Nyberg has done a tremendous amount of work mapping out the layout for all the equipment posts, creating a digging area with logs around the little digger and adding sand there. William Cote asked if there was a problem with having sand on the playground. Shaun Lagueux replied that the sandbox is an enclosed space so there is no problem. Some signage is required and that has been addressed. Ron Preble asked if the maintenance personnel are fluffing the wood chips. Administrator Capone stated that it is on the maintenance job list and will get done. A landscaping rake has been purchased for the job. A sign indicating age limitations for the equipment will be installed. Carol Huber commented that the swings are too high for the kids to get on them without assistance. The town will fix this.

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by Carol Huber, passed with all in favor. The meeting was adjourned at 8:05 pm.

Respectfully submitted,
Wendy Costigan, Secretary