

APPROVED

Budget Committee
Meeting Minutes
October 13, 2014

Present:

Dave Carr, Paul Manganiello, Carol Huber, William Cote, Barbara Greenwood, Don Milbrand, Kevin MacCaffrie, Tom Keegan, Ron Preble, Ernie Richards, Ashley Dolloff, and Shaun Lagueux.

Absent: Kerrin Rounds

Others Present:

Michael Capone- Town Administrator, David Hill- CIP

Call to Order:

Committee Vice- Chair Paul Manganiello called the meeting to order at 7:03pm.

Review of Minutes:

Paul Manganiello asked the members to review the minutes from August 11, 2014. Barbara Greenwood made a motion to accept the minutes as written, seconded by Don Milbrand. Motion passed with all in favor with three abstentions by Ashley Dolloff, Ernie Richards, and Shaun Lagueux. Paul Manganiello asked the members to review the minutes from September 15, 2014. Ron Preble made a motion to accept the minutes as written, seconded by Barbara Greenwood. Motion passed with all in favor with five abstentions by Barbara Greenwood, Ashley Dolloff, Ernie Richards, Shaun Lagueux, and Carol Huber.

Correspondence:

The Bristol Historical Society sent a letter to the Budget Committee requesting the Budget Committee include \$250 for half of the liability insurance policy. The Historical Society is grateful to the town for paying half the policy in 2014. An open invitation by the Board of Directors to the Annual Meeting of Genesis Behavioral Health was received. Response by October 17th.

Old Business: None

New Business:

David Hill presented the CIP Proposal Decisions for 2015-2024. Priority 1 items were presented.

Police Department:

- Police Cruisers: Cruisers are aging. The acquisition of three new cruisers up front on a 3 year lease purchase agreement has been requested. There is a 100,000 mile bumper to bumper warranty and maintenance included. The cost of buying one cruiser is \$44,000 with only a 30,000 mile warranty. Therefore the annual cost is the same either way. The CIP committee endorses the Chief's request. Dave Carr asked if this is an actual or estimated cost. Shaun Lagueux stated that this is an actual quote from leasing company. William Cote commented that this is not really a lease but a lease purchase. Don Milbrand commented that as a member of the CIP committee, the approach of the committee is to take recommendations and the approval comes at Town Meeting. William Cote commented that he asked the Police Chief directly if he needed two cruisers next year and the Chief answered that he did not. Don Milbrand reminded the Budget committee that the function of the CIP is to allocate numbers requested by departments but that specific questions should be asked of the Police Chief during his budget

presentation.

- **Communication Equipment:** The police chief is requesting a \$12,660 appropriation to upgrade communication equipment. The expenditure would include replacing the radio equipment at the police station, replacing a radio in one cruiser, and putting a repeater on Hemp Hill. The CIP supports this request.

Public Works:

- **Road Paving:** The Highway Superintendent has developed a ten year repaving program. The program is designed to maintain Bristol's existing paved roads. The CIP recommends appropriating \$250,000 again this year.
- **2008 Ford F 550 Truck:** This truck, purchased before the winter of 2007, is scheduled to be replaced in 2015 at an estimated cost of \$120,000. CIP recommends a 2 year lease purchase.

Fire Department:

- **Chief's Command Vehicle:** The normal 10 year replacement for this vehicle was for 2013. Further repairs to extend its life are not cost effective. A Ford vehicle goes for \$27,000 plus \$3,000 for lights and \$3,000 for the radio for a total cost of \$33,000. The CIP committee recommends this purchase over the more expensive Chevrolet version.
- **Hydraulic Tools (Jaws of Life):** The estimated cost of replacement is \$50,000. The current cutters cannot cut through some of the newer materials in later model vehicles. Paul Manganiello asked if the set being replaced is the 1980 set. Don Milbrand stated that the 1980 not 2000 set is being replaced.

Town General:

- **Town Office Building Space Needs:** The current police facility is inadequate and not in compliance with State code. The deficiencies are primarily with the booking and holding areas and with evidence storage. In addition, the town offices are currently overcrowded and lacking in storage space. The CIP committee proposes appropriating \$150,000 to start a capital reserve account to address this need. This is a good faith effort to rectify the problems. Further delay in addressing this need leaves the town liable for damages for the deficiencies with the police facility. Dave Carr commented that other towns' stations don't have near the facilities of the Bristol Police Station and would those towns not be up to State code. Shaun Lagueux stated that the deficiencies are well documented on reports to include life safety issues and problems with the witnessing rooms among other problems. David Hill asked if we want Bristol to follow other towns and be deficient as well. Paul Manganiello commented that something needs to be put forward and the CIP recommendation is a good faith effort. Ernie Richards asked if the total project goal was \$450,000 or was the \$150,000 just a picked figure. David Hill stated that the \$150,000 was just to get the ball rolling.
- **Backup Generator:** This unit will cover emergency power at the Town Office building. An appropriation of \$26,000 is needed to receive a matching grant resulting in a net expenditure of \$13,000. This is a repeat request since no action was taken in 2014.
- **Town Building Maintenance Fund:** Last year, the Town Meeting established this fund and appropriated \$20,000 to go into it. This amount may not be enough to cover a major event so the CIP committee is recommending adding \$10,000 to the existing balance. Administrator Capone commented that the wording on the capital reserve account needs to be changed to have the Select Board named as "agent to expend". The way it is currently written the only time the town can use the funds is with a vote at town meeting. Mr. Capone suggests writing a warrant article to reword the reserve account.

- The CIP spreadsheet will be forwarded to Budget Committee members. In closing David Hill commented that the cost in the next couple of years are heavy up front and then steadies out.

Member Comments: None

Select Board Comments:

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

- Repairs to the Old Town Hall are just about wrapped up and have come in slightly under budget. The Select Board thanks Sandra Heaney, Betsy Schneider, and Michael Capone for all their work on this project.
- Paving is mostly complete. The road paving is done. The parking lot at the Masons is not done yet. Administrator Capone stated that some bills have not been paid yet. The balance in the paving line will be about \$50,000 after the lots are done. Some of these funds could be encumbered if paving work were under contract. If not, the money will go to the general fund balance.
- The new sidewalk tractor with all attachments has been delivered. This is a nice quality machine. The mower and sweeper have recently been used.
- The Welfare Officer has retired. This has a slightly positive impact on the budget. The position will not be filled. The duties have been shifted around to other town employees.

Administrator's Report:

The Old Fire Station roof repairs are done. The town has been working with Lakes Region Planning Commission to update the road surface management system. LRPC worked with the highway superintendent to go through all the roads in town and assign an overall condition. The update gives a plan of types of repairs and improvements needed to be done in the future. The update also gives a better idea for a maintenance schedule and more accurate numbers in paving costs. The update is done at no charge by the Lakes Region Planning Commission. William Cote asked if the unexpended fund balance is near where it should be. Mr. Capone stated that the balance is approximately \$801,000 and is within the recommended window. William Cote asked if DRA sets debt limits. Mr. Capone stated that an RSA governs debt limits and the town is not even close to the limit. Dave Carr asked how the County determines what rate to use on an individual town. Shaun Lagueux commented that this is based on DRA's total valuation of the town as a percent of the valuation of the county. Kevin MacCaffrie asked when the next town assessment was due. Mr. Capone stated that a statistical update will be done in 2016. A full measure and list is done every 10 years and due in 2021. The town should set aside funds over the next two years to pay for the statistical update. The statistical update total cost is approximately \$65,000.

Adjournment:

Barbara Greenwood made a motion to adjourn, seconded by Ernie Richards, passed with all in favor. The meeting was adjourned at 8:11 pm.

By Laws Subcommittee Discussion:

Paul Manganiello commented that Chair Kerrin Rounds captured all the recommended changes from the last meeting. The draft will be formatted and a grammar check completed. Dave Carr asked if a secret ballot can be held. Mr. Capone stated that all votes need to be public. Carol Huber commented that the Pledge of Allegiance should start off each Budget Committee meeting. Barbara Greenwood commented that should not be in the by-laws but normal procedure. Paul Manganiello told the committee that the by-laws draft will be voted on at the November 17th meeting.

Respectfully submitted,
Wendy Costigan, Secretary