

APPROVED

Budget Committee
Meeting Minutes
January 5, 2015

Present:

Chair- Kerrin Rounds, Dave Carr, Paul Manganiello, Carol Huber, William Cote, Don Milbrand, Tom Keegan, Ron Preble, Shaun Lagueux, Barbara Greenwood, and Ashley Dolloff

Absent: Ernie Richards and Kevin McCaffrie

Others Present:

Town Administrator, Michael Capone, Finance Officer, Melanie Shokal and Police Chief Michael Lewis

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:03pm.

Review of Minutes:

Kerrin Rounds asked the committee to review the minutes from December 15, 2014. Paul Manganiello made a motion to accept the minutes as written, seconded by Barbara Greenwood. The motion carried with all in favor.

Correspondence: None

Old Business: None

New Business: Deliberations on Department Budgets:

Executive: The adjusted amount for line 230: Retirement is \$13,196. The adjusted bottom line for the Executive budget is \$201,664. Shaun Lagueux moved the Executive budget at \$201,664, seconded by Ron Preble.

- Dave Carr asked if the Recording Secretary was a new job. Shaun Lagueux replied that there has been a reshuffling of Kelly Lacasse's duties and she is no longer producing the Select Board minutes. Michael Capone commented that the money was broken out because a different person is doing that work.
- Dave Carr asked if the increase in line 133: Moderator was to give this person more money. Shaun Lagueux replied that the Bristol Moderator is one of the lowest paid in the area. Mr. Lagueux commented that the Ballot Clerks total is reduced because there are fewer elections this year.
- **Vote:** 11 In Favor 0 Opposed, Executive Budget is approved at \$201,664.

Election, Registration, Voting: The adjusted amount for line 300: Restoration Records is \$2,341. The adjusted bottom line for the ERV budget is \$ 87,144. Shaun Lagueux moved the ERV budget at \$87,144, seconded by Ron Preble.

- Dave Carr asked the reason for the postage increase. Michael Capone replied that beginning sometime in 2015 registration forms will be mailed out so that residents can complete motor vehicle registrations online.
- **Vote:** 11 In Favor 0 Opposed, ERV budget is approved at \$87,144.

Financial Administration/Tax Collector: The adjusted amount for line 230: Retirement is \$10,084. The adjusted bottom line for Financial Adm./Tax Collector is \$170,001. Paul Manganiello moved the Financial Adm./Tax Collector budget at \$170,001, seconded by Shaun Lagueux.

- Carol Huber asked about the increase in line 625: Postage. Melanie Shokal replied that the actual 2014 amount will go up as there is one more quarter to adjust.
- **Vote:** 11 In Favor 0 Opposed, the Financial Adm./Tax Collector budget is approved at \$170,001.

Property Reappraisal: Don Milbrand moved the Property Reappraisal budget at \$93,975, seconded by Tom Keegan.

- **Vote:** 11 In Favor 0 Opposed, the Property Reappraisal budget is approved at \$93,975.

Legal: Shaun Lagueux moved the Legal budget at \$42,500, seconded by Ron Preble.

- Paul Manganiello asked what portion of this amount are the encumbrances. Michael Capone replied that the encumbrance amount is not shown in this figure as it is not raised through taxation. Once the encumbrances are finalized, the amount will be added to the 2015 budget and encumbrances column.
- **Vote:** 11 In Favor 0 Opposed, the Legal budget is approved at \$42,500.

Personnel Administration: Shaun Lagueux moved the Personnel Administration budget at \$173,686, seconded by Paul Manganiello.

- Tom Keegan asked if salaried employees lose pay because of the 27th pay period. Michael Capone replied that the pay of salaried employees just gets divided over the 27 pay periods.
- Paul Manganiello asked for clarification on the \$31,960 approved by the Select Board. Michael Capone replied that this amount represents the operating budget portion with the Water/Sewer amount backed out.
- **Vote:** 11 In Favor 0 Opposed, the Personnel Administration budget is approved at \$173,686.

Planning Board: Shaun Lagueux moved the Planning Board budget at \$10,882, seconded by William Cote.

- Paul Manganiello asked why line 620: Office Supplies is budgeted at \$300 when the actual has never been more than \$150. Michael Capone replied that the Planning Board meets twice a month and may need more supplies due to the frequency of their meetings. The amount was left at \$300 in case of increased activity.
- Paul Manganiello moved to reduce line 620: Office Supplies to \$150, seconded by Don Milbrand.
Vote: 4 In Favor 6 Opposed 1 Abstention, the motion Fails.
- **Vote:** 8 In Favor 3 Opposed, the Planning Board budget is approved at \$10,882.

Zoning Board: Don Milbrand moved the Zoning Board budget at \$5,843, seconded by Shaun Lagueux.

- **Vote:** 11 In Favor 0 Opposed, the Zoning Board budget is approved at \$5,843.

Tax Map: Shaun Lagueux moved the Tax Map budget at \$5,589, seconded by Don Milbrand.

- Barbara Greenwood asked if this is something that happens every year and is it an additional part of the tax map. Shaun Lagueux replied that this does pick up any changes and that it is also updated online as well.
- Don Milbrand asked if this amount was an actual quote. Michael Capone replied that the amount is comprised of \$2,750 for maintenance, \$325 for updates, \$395 for data collection,

\$1,800 for mapping website, and \$319 for updating buildings on the map.

- **Vote:** 11 In Favor 0 Opposed, the Tax Map budget is approved at \$5,589.

General Government Buildings: Paul Manganiello moved the General Government Buildings budget at \$82,555, seconded by Tom Keegan.

- Carol Huber asked if the 2014 actual amount in line 411: Heating Oil will differ from the \$7,563. Shaun Lagueux replied that there are still some bills coming in.
- Paul Manganiello asked for clarification on the \$3,200 in line 433: Repaint/Repair Town Signage. Michael Capone replied that the \$3,200 has been encumbered as there is an agreement in place to repaint the four Entering Bristol signs at \$800 each.
- Paul Manganiello asked why line 660: Town Car is listed in the Police Department budget also when it is the same vehicle. Shaun Lagueux replied that this car is used by several departments and that the Budget Committee specifically asked to have the Police Department costs broken out of this line.
- Dave Carr asked if the amount in line 660: Town Car was for fuel or repairs. Melanie Shokal replied that the amount is for repairs and that fuel would be in line 635: Gas/Oil.
- **Vote:** 11 In Favor 0 Opposed, the General Government Buildings budget is approved at \$82,555.

Cemeteries: The adjusted amount for line 650: Town Cemeteries Appropriation is \$4,000. The adjusted bottom line for Cemeteries is \$11,500. Shaun Lagueux moved the Cemeteries budget at \$11,500, seconded by Paul Manganiello.

- Tom Keegan commented that the Town historically has given Homeland Cemetery \$6,000 for mowing. Kerrin Rounds replied that the additional amount is requested for mapping of Homeland Cemetery.
- Tom Keegan moved to reduce line 651: Homeland Cemetery to \$6,000, seconded by Ron Preble.
Vote: 10 In Favor 0 Opposed 1 Abstention, the motion is approved.
- **Vote:** 11 In Favor 0 Opposed, the Cemetery budget is approved at \$10,000.

Insurance: Shaun Lagueux moved the Insurance budget at \$35,418, seconded by William Cote.

- Don Milbrand asked why the line 483: Deductible was decreased to \$500. Michael Capone replied that the amount is a roll of the dice.
- **Vote:** 11 In Favor 0 Opposed, the Insurance budget is approved at \$35,418.

Regional Associations: Shaun Lagueux moved the Regional Associations budget at \$2,815, seconded by Paul Manganiello.

- Dave Carr asked if the Dues for the Plymouth Chamber of Commerce have gone up. Michael Capone replied that they had.
- Kerrin Rounds commented that the check to Newfound Lake Region Association needs to be dedicated to the Lake Host Program.
- **Vote:** 11 In Favor 0 Opposed, the Regional Association budget is approved at \$2,815.

Police Department: The adjusted amount for line 395: Franklin Dispatch is \$55,000. The adjusted bottom line for Police Department is \$1,020,916. Shaun Lagueux moved the Police Department budget at \$1,020,916, seconded by Tom Keegan.

- Don Milbrand asked about the rates in Line 230: Retirement. Melanie Shokal replied that the amount is a firm number.
- Paul Manganiello asked why the money budgeted in line 664: Town Car is needed if three new

cruisers may be purchased. Chief Lewis replied that historically when the Town purchased one new cruiser per year, the new vehicle arrived around May 1st. The money budgeted in Line 664 was used for repairs on the older vehicle that was being replaced on May 1st.

- Dave Carr asked why \$9,000 is being budgeted for repairs, Lines 660-666, when only \$7,000 has been spent in 2014. Chief Lewis replied that the 2014 actual number is only through December 1st and more bills have come in. Chief Lewis added that depending on how the lease purchase for the three new cruisers goes at Town Meeting, he would recommend that those budget lines be reduced by 50% due to the majority of the expenses being covered in the warranty on the new cruisers.
- William Cote asked if the warranty is included in the price of the cruisers and what the warranty includes. Chief Lewis replied that the cost is included. The warranty covers major electronic components but not some wearable items such as wipers and tires.
- Dave Carr made a motion to reduce line 292: Bike Patrol Equipment/Uniforms to zero, seconded by Paul Manganiello. Kerrin Rounds asked if this line was used for pedal bike uniforms. Chief Lewis replied that it is for the pedal bikes. Shaun Lagueux commented that the pedal bike patrol is an effective tool during town events in Kelley Park. William Cote asked what the money pays for. Chief Lewis replied that the money is used for maintenance of the bikes, uniforms, and to replace the battery pack for the required blue lights on the bikes.
Vote: 1 In Favor 7 Opposed 3 Abstentions, the motion Fails.
- Paul Manganiello made a motion to reduce Line 292: Bike Patrol Equipment/Uniforms to \$250, seconded by William Cote.
Vote: 4 In Favor 6 Opposed 1 Abstention, the motion fails.
- Tom Keegan asked if taking \$6,000 out of line 635: Gas/Oil will leave that budget line short as the line was past the actual in 2014. Chief Lewis replied that gas costs are going down and that this amount is a fair estimate. Michael Capone commented that the price at the state pump is \$2.63 per gallon, but the cruisers can be filled anywhere.
- Don Milbrand asked if the fuel economy will increase with the new cruisers. Chief Lewis replied that it would be minimal.
- Paul Manganiello made a motion to reduce line 430: Maintenance/Repairs to \$500, seconded by William Cote. Chief Lewis commented that there hasn't been a lot of maintenance done to the building in a long time and things are in disrepair. The exterior door to the basement has a gap that you can see to the outside through. This will be replaced with a steel door with a new locking mechanism. There is only one functional holding cell because the toilet in the other cell is not operating and needs to be repaired.
Vote: 3 In Favor 7 Opposed 1 Abstention, the motion fails.
- Dave Carr asked why the Police Department has budgeted more for Office Supplies than the Executive Department. Chief Lewis replied that office supplies are used to file complaints for District Court. Every incident needs to be filed. Fingerprint cards and toner for the printers are included in this line also.
- William Cote asked for clarification on line 433: Radio/Radio Repairs and if the new cruisers will have new radios in them. Chief Lewis replied that the new cruisers will not come with new radios but that the radios just purchased will be installed in the new cruisers. Shaun Lagueux commented that the radios will be transferred out of three older vehicles and put into the three new vehicles. Shaun Lagueux asked how many operating radios the Police Department has now. Chief Lewis replied that there are five operating radios.
- Paul Manganiello asked for clarification on the reduction in line 140: Overtime and why shift coverage is part of Overtime costs. Chief Lewis replied that if the accrued time that is allowed

per policy were used, the Overtime needed to cover this would be equal to one full time individual salary. The accrued time, which included vacation, sick, and training time, is covered by the Chief or a part time officer but some shifts need to occasionally be covered with overtime.

- Dave Carr asked what the plan is if the new set up for Outside Details is voted down. Shaun Lagueux commented that the attempt will be to amend the operating budget by adding the \$85,000 back in at Town Meeting.
- William Cote asked if there is a plan B if the three new cruisers fail at Town Meeting. Shaun Lagueux commented that the attempt will be to amend the operating budget to include one new cruiser.
- **Vote:** 8 In Favor 3 Opposed, the Police Department budget is approved at \$1,020,916.

Member Comments: None

Select Board Comments: None

Administrator's Report:

The two Public Hearing dates will be noticed for Monday February 2nd and Wednesday February 4th.

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by Carol Huber, passed with all in favor. The meeting was adjourned at 8:15 pm.

Respectfully submitted,
Wendy Costigan, Secretary