

## **APPROVED**

Budget Committee  
Meeting Minutes  
January 12, 2015

### **Present:**

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

**Absent:** Ashley Dolloff

### **Others Present:**

Town Administrator Michael Capone, Finance Officer Melanie Shokal, Fire Chief Steve Yannuzzi, and Library Director Sandy Allgood.

### **Call to Order:**

Committee Chair Kerrin Rounds called the meeting to order at 7:04pm.

### **Review of Minutes:**

Kerrin Rounds asked the committee to review the minutes from January 5, 2015. Paul Manganiello made a motion to accept the minutes as written, seconded by Barbara Greenwood. The motion carried with all in favor and two abstentions by Ernie Richards and Kevin McCaffrie.

**Correspondence:** None

### **Old Business:**

The Select Board is meeting on January 29<sup>th</sup> to discuss warrant articles. The Budget Committee schedule will change to accommodate this. There is no Budget Committee meeting on January 19<sup>th</sup>. The February 2<sup>nd</sup> meeting will be the Budget Committee deliberations of the warrant articles. The Public Hearing will be on Tuesday February 3<sup>rd</sup> at the library.

**New Business:** Deliberations on Department Budgets:

Shaun Lagueux moved the Library budget at \$165,892, seconded by Ron Preble.

- Don Milbrand moved to reduce the Library bottom line by \$10,689, seconded by Paul Manganiello. Line 191: P/T Assistants is reduced by \$9,000, Line 343: Copier is reduced by \$1,000, and Lines 220 and 225 are reduced by \$689. Mr. Milbrand commented that the copier proceeds go directly to the Trustees and that the Budget Committee was told that the library would not need new personnel after the addition was built. Sandra Allgood replied that the Library has grown and the additional 15 hour position is needed for staffing programs as the demand for more programs has increased. Kevin McCaffrie asked if the position was a 15 hour flex schedule. Ms. Allgood commented that it is 15 scheduled hours per week. William Cote asked if the 2014 actual expenses were complete. Melanie Shokal replied that there are a couple more bills but not a lot. Michael Capone commented that the wage expenses were done.

**Vote:** 6 In Favor 4 Opposed 2 Abstentions. Motion passes.

- William Cote asked if out of town patrons are charged for library usage. Ms. Allgood replied that patrons who resided from the seven towns that make up the Newfound Area School District are free as the other libraries in those surrounding towns are small and have limited services for the

students.

- Tom Keegan moved to increase the library bottom line by \$5,000 for the new assistant, seconded by Shaun Lagueux.

**Vote:** 5 In favor 6 Opposed 1 Abstention. The motion fails.

- The new bottom line for the Library budget is \$155,203.

**Vote:** 10 In Favor 2 Opposed. The Library budget is accepted at \$155,203.

Shaun Lagueux moved the Fire Department budget at \$903,544, seconded by Ron Preble.

- Paul Manganiello moved to reduce Line 411: Heating Oil to \$9,326 and Line 635: Gas/Diesel to \$ 11,711, seconded by Don Milbrand. Mr. Manganiello commented that these numbers are the 2012 actuals and the reduction level funds the Fire Department. Dave Carr asked if there is a contract for a fixed price for gas/diesel. Chief Yannuzzi replied that the price is contracted. The department runs primarily diesel and the state taxes do not have to be paid when diesel is purchased at the state shed. The heating oil price is locked in at \$2.99 per gallon and that the price was set by the Select Board. Shaun Lagueux commented that locking in the price is usually the correct thing to do. Chief Yannuzzi commented that average usage is looked at to determine what is budgeted for heating oil. Kevin McCaffrie commented that the state shed has some savings for diesel and that the price for diesel doesn't fluctuate as much. Chief Yannuzzi replied that the price is locked in until June or July and then prices change. Ernie Richards asked what the time frame was for heating oil. Mr. Capone replied that the heating season goes until May and that it is not a full year. The motion and the second were withdrawn.

- Kerrin Rounds asked what the Select Board removed from line 810: Fire Tools/Equipment-New Purchase. Chief Yannuzzi replied that the fire hose tester was eliminated. The Town does not own one and the Fire Department has to borrow one.

- Kerrin Rounds made a motion to increase line 810: Fire Tools/Equipment by \$3,000, seconded by Shaun Lagueux. Ms. Rounds commented that the Fire Department has been kept level funded for several years and \$3,000 is a small cost to be asking for this equipment. Tom Keegan asked how much the repairs cost to the fire hose tested borrow from Ashland. Chief Yannuzzi replied that new valves had to be purchased and it did not cost thousands to repair. Ron Preble commented that it was worth the money to purchase and not have to wait to borrow one. Kevin McCaffrie commented that some towns expense the service out and the cost is more than one fire hose tester.

**Vote:** 11 In Favor 0 Opposed 1 Abstention. Motion passes.

- Kevin McCaffrie made a motion to add \$460 to line 817: Radio Equipment, seconded by Don Milbrand. Mr. McCaffrie commented that the radios are getting older and need repairs. William Cote asked if there were any outstanding repair bills for the radios. Chief Yannuzzi replied that there are no outstanding bills.

**Vote:** 8 In Favor 0 Opposed 4 Abstentions. Motion passes.

- Paul Manganiello asked why \$2,500 was budgeted in Line 664: Engine 4E4. Chief Yannuzzi replied that the new engine was not arriving until April. The old engine is broken and part need to be purchased to keep it running until April. Oil changes are done annually and cost \$600.

- The new bottom line for the Fire Department is \$907,004.

- **Vote:** 11 In Favor 0 Opposed 1 Abstention. The Fire Department budget is accepted at \$907,004.

Shaun Lagueux moved the Forestry budget at \$3,500, seconded by Paul Manganiello.

- Paul Manganiello asked why \$1,000 is budgeted in Line 661: Truck. Chief Yannuzzi replied that

there wasn't a lot of expenses on the truck as it didn't go anywhere this year but that it could be used this year and expenses would occur.

- **Vote:** 11 In Favor 0 Opposed 1 Abstention. The Forestry budget is accepted at \$3,500.

Shaun Lagueux moved the Crossing Guard budget at \$9,406, seconded by Paul Manganiello.

- **Vote:** 11 In Favor 0 Opposed 1 Abstention. The Crossing Guard budget is accepted at \$3,500.

Paul Manganiello moved the Emergency Management budget at \$1,500, seconded by Shaun Lagueux.

- Kerrin Rounds asked if there was any outstanding training. Chief Yannuzzi replied that all the training has been done.
- **Vote:** 12 In Favor 0 Opposed. The Emergency Management budget is accepted at \$1,500.

Don Milbrand moved the Fire Betterment budget at \$10,000, seconded by Paul Manganiello.

- Dave Carr commented that this is actually a \$20,000 cost to the Water Department to maintain the hydrants.
  - Dave Carr made a motion to increase Line 413: Fire Betterment by \$10,000, seconded by Shaun Lagueux. William Cote asked if this is a true number. Dave Carr replied that the head of the Water Department has said that the actual cost is right around \$20,000. Kevin McCaffrie commented that he would like to see where the Water Department gets their number and if the cost of maintaining the hydrants is figured into the water rates. Mr. Capone suggested tabling the discussion until Jeff Chartier comes in when Water/Sewer departments are deliberated.
  - Kerrin Rounds made a motion to table the Fire Betterment discussion, seconded by Paul Manganiello.
- Vote:** 12 In Favor 0 Opposed. The motion passes.

Shaun Lagueux moved the Land Use/Health Office budget at \$18,216, seconded by Paul Manganiello.

- **Vote:** 12 In Favor 0 Opposed. The Land Use/Health Office budget is accepted at \$18,216.

Don Milbrand moved the Animal Welfare budget at \$1,000, seconded by Carol Huber.

- Dave Carr asked if there was an increase in this line. Shaun Lagueux that this didn't have to be used so much this year, but that in other years there has been a lot of activity. This is not a fixed contract cost.
- **Vote:** 12 In Favor 0 Opposed. The Animal Welfare budget is accepted at \$1,000.

Paul Manganiello moved the Health Agencies budget at \$33,400, seconded by Don Milbrand.

- Carol Huber made a motion to reduce Line 350: NANA by \$33,400, seconded by Barbara Greenwood. Ms. Huber commented that NANA gets paid by insurance and they don't help residents with free care.
- Vote:** 1 In favor 9 Opposed 2 Abstentions. The motion fails.
- Carol Huber made a motion to reduce Line 350: NANA to \$20,000. There was no second on the motion.
  - William Cote made a motion to reduce Line 350: NANA to \$23,400, seconded by Ernie Richards. Carol Huber commented that the Committee did not receive the requested financial statements from NANA. Tom Keegan commented that NANA does give free clinics and free care to Bristol residents. The hospice program is a beneficial program for Bristol residents. Kevin McCaffrie asked if there are any more bills coming in from NANA. Mr. Capone replied that NANA is paid quarterly.

**Vote:** 2 In Favor 7 Opposed 3 Abstentions. Motion fails.

- **Vote:** 9 In Favor 1 Opposed 2 Abstentions. The Health Agencies budget is accepted at \$33,400.

Shaun Lagueux moved the Welfare Administration budget at \$12,573, seconded by Don Milbrand.

- **Vote:** 12 In Favor 0 Opposed. The Welfare Administration budget is accepted at \$12,573.

Paul Manganiello moved the Welfare Services budget at \$46,350, seconded by Don Milbrand.

- **Vote:** 12 In Favor 0 Opposed. The Welfare Services budget is accepted at \$46,350.

Shaun Lagueux moved the Recreation budget at \$99,703, seconded by Paul Manganiello.

- **Vote:** 12 In Favor 0 Opposed. The Recreation budget is accepted at \$99,703.

Don Milbrand moved the Beaches budget at \$17,764, seconded by Paul Manganiello.

- Paul Manganiello asked what improvements are included in Line 430. Michael Capone replied that the extra money is to pay for the swim lines to be professionally set and anchored. Tom Keegan asked if there was revenue offset from beach stickers. Mr. Capone replied that these revenues cannot be directly associated with the expenses. The permit revenue is approximately \$9,990.
- **Vote:** 12 In Favor 0 Opposed. The Beaches budget is accepted at \$17,764.

Barbara Greenwood moved the Kelley Park budget at \$29,703, seconded by Paul Manganiello.

- Paul Manganiello asked what the remaining \$5,000 is for in Line 820: Master Plan-Capital Items. Michael Capone replied that details will be provided for the next meeting. Shaun Lagueux commented that there are still smaller items in the Master Plan for Kelley Park including stadium seating in the hillside area. Dave Carr commented that a walking path around the park is in the plan.
- **Vote:** 12 In Favor 0 Opposed. The Kelley Park budget is accepted at \$29,703.

Shaun Lagueux moved the Patriotic budget at \$14,700, seconded by Barbara Greenwood.

- **Vote:** 12 In Favor 0 Opposed. The Patriotic budget is accepted at \$14,700.

Don Milbrand moved the Conservation Commission budget at \$1,962, seconded by Kevin McCaffrie.

- **Vote:** 11 In Favor 0 Opposed 1 Abstention. The Conservation Commission budget is accepted at \$1,962.

Shaun Lagueux moved the Historic District Commission budget at \$4,983, seconded by Don Milbrand.

- Michael Capone informed the Committee that \$4,000 in grant related expenses has been added to the budget. The grant is from the NH Division of Historic Resources. There is offsetting revenue for \$4,060.
- **Vote:** 12 In Favor 0 Opposed. The Historic District Commission budget is accepted at \$4,983.

Shaun Lagueux moved the Social Services budget at \$14,000, seconded by Don Milbrand.

- Kerrin Rounds commented that this was funded at last year's levels per the Select Board.
- Tom Keegan made a motion to increase Line 573: Voices Against Violence by \$500, seconded by Paul Manganiello. Kevin McCaffrie commented that he feels that individuals should make donation to these non-profits and that there is more control over the funds of the Town welfare services. Tom Keegan commented that the Committee had no problem giving \$300 for a hose

tester and this is money well spent on people. Dave Carr commented that Tri-County is all Federal money and that the Committee really needs to look at the financial statements of the agencies. Genesis has a \$600,000 payroll budget. Paul Manganiello commented that he is against changing what the Select Board presented.

**Vote:** 2 In Favor 7 Opposed 3 Abstentions. The motion fails.

- Tom Keegan made a motion to increase Line 575: Genesis by \$1,500, seconded by Don Milbrand. Carol Huber commented that no money was given to them last year and they seem to be doing okay on their own. Don Milbrand commented that the Town shouldn't support non-profits with huge payrolls.

**Vote:** 1 In Favor 10 Opposed 1 Abstention. The motion fails.

- Tom Keegan made a motion to increase Line 571: Grafton County Senior Citizens Council by \$500, seconded by Carol Huber. Carol Huber commented that they do a lot for the community with the Meals on Wheels program and the weekly luncheons.

**Vote:** 9 In Favor 2 Opposed 1 Abstention. The motion passes.

- Tom Keegan made a motion to increase Line 577: CADY by \$600, seconded by Don Milbrand. Tom Keegan commented that the Restorative Justice program saves the Town money.

**Vote:** 6 In Favor 5 Opposed 1 Abstention. The motion passes.

- Ron Preble made a motion to increase Line 580: Day Away by \$350, seconded by Barbara Greenwood. Ron Preble commented that this is a good program for support for caregivers.

**Vote:** 10 In Favor 1 Opposed 1 Abstention. The motion passes.

- Kerrin Rounds commented that in future budgeting the Pemi River Local Advisory Committee should move to the Conservation Commission budget for that Commission to recommend as this is more of a conservation group.

- The new bottom line for Social Services is \$15,450.

- **Vote:** 11 In Favor 1 Opposed. The Social Services budget is accepted at \$15,450.

Don Milbrand moved the Tax budget at \$0, seconded by Paul Manganiello.

- Michael Capone informed the Committee that the Select Board took the money out of this line.
- Shaun Lagueux commented that the Town has not had to borrow for two years.
- **Vote:** 12 In Favor 0 Opposed. The Tax budget is accepted at \$0.

Shaun Lagueux moved the Capital Projects budget at \$3,000, seconded by Paul Manganiello.

- **Vote:** 12 In Favor 0 Opposed. The Capital Projects budget is accepted at \$3,000.

Kevin McCaffrie moved the Capital Reserves budget at \$10,000, seconded by Paul Manganiello.

- Shaun Lagueux commented that this is for maintenance on Town buildings. It is used for major emergency repairs.
- Don Milbrand commented that the CIP recommended this also.
- **Vote:** 12 In Favor 0 Opposed. The Capital Reserves budget is accepted at \$10,000.

### **Member Comments:**

Kerrin Rounds informed that Committee that the next meeting will be on January 26<sup>th</sup> and sections 4311-4327 and Water/Sewer will be deliberated

Dave Carr commented that he finds it peculiar that the Library budget was reduced and yet at the last meeting he tried to eliminate \$500 from the Police Department bicycle patrol unsuccessfully.

**Select Board Comments:**

Shaun Lagueux commented that due to scheduling conflicts the Select Board had to change meeting dates which leads to a change in the Budget Committee deliberations schedule.

**Administrator's Report:**

Michael Capone informed that Committee that the filing period for candidates starts Wednesday January 21<sup>st</sup> and runs until Friday January 30<sup>th</sup> at 5:00pm. There are four Budget Committee members up for re-election.

**Adjournment:**

Shaun Lagueux made a motion to adjourn, seconded by Kevin McCaffrie, passed with all in favor. The meeting was adjourned at 8:45 pm.

Respectfully submitted,  
Wendy Costigan, Secretary