

APPROVED

Budget Committee
Meeting Minutes
January 26, 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, Kevin McCaffrie, and Ashley Dolloff.

Absent:

Others Present:

Town Administrator Michael Capone, Finance Officer Melanie Shokal, and Water/Sewer Superintendent Jeff Chartier.

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:07pm.

Review of Minutes:

Kerrin Rounds asked the committee to review the minutes from January 12, 2015. Paul Manganiello made a motion to accept the minutes as written, seconded by Kevin McCaffrie. The motion carried with all in favor and one abstention by Ashley Dolloff.

Correspondence: None

Old Business: None

New Business: Deliberations on Department Budgets:

Kevin McCaffrie made a motion to remove the Fire Betterment budget discussion from the table, seconded by Paul Manganiello. The motion passed with all in favor.

- Jeff Chartier informed the committee that the tallied cost in 2009 was \$19,250. The cost now is \$20,230. This is a benefit for both the town and the water department. The full amount was never asked for in the Town operating budget because it is a benefit to both. Shaun Lagueux asked if this amount is for the total maintenance of the hydrants. Jeff Chartier replied that it is for the total maintenance. The cost of snow removal around the hydrants is \$4,600. Kevin McCaffrie asked if the hydrants are part of the water system and why the cost of maintenance for the hydrants isn't completely in the Water Department budget instead of the Town adding a line item. Mr. McCaffrie commented that the benefit is to the water department and the Fire Department, yet the Fire Department is not charged for water. The cost should be included in the Water Department budget as the maintenance is done by the Water Department. Mr. Chartier replied that the hydrants are part of the water distribution system. Kerrin Rounds commented that the users of the Water/Sewer services are limited to a small section of town but that the fire hydrants benefit the entire town. William Cote commented that the \$10,000/\$10,000 split is because of the benefit to both water customers and the whole Town. William Cote asked how a pumper is refilled. Kevin McCaffrie replied that a feed would be used and not filled from a hydrant. Ron Preble noted that Fire Betterment used to be part of the Fire

Department budget.

- Dave Carr made a motion to increase the Fire Betterment budget from \$10,000 to \$20,000, seconded by Barbara Greenwood. Shaun Lagueux asked if there would be a corresponding decrease in the Water budget. Mr. Chartier replied that this is not a direct line item but the cost is dispersed among the Water Department budget.

Vote: 3 In Favor 9 Opposed 1 Abstention. The motion fails.

- Ron Preble moved the Fire Betterment budget at \$10,000, seconded by Kevin McCaffrie. The Fire Betterment budget is accepted at \$10,000 by a vote of 12 to 1.
- Kerrin Rounds reported several adjustments to the Sewer budget. Line 115: Sewer/Water \$1,693. Line 230: Sewer Retirement is now \$12,543. There are two new budget items that have been added. Merit Raises is budgeted at \$2,330 and 27th Pay Period is budgeted at \$3,932.

Shaun Lagueux moved the total Sewer Operations budget at \$469,033, seconded by Don Milbrand.

- Paul Manganiello asked about the decrease in Line 411: Heating Fuel. Mr. Chartier replied that cost was \$3,000 when the propane tanks were purchased and by owning the tanks the Town gets a reduced rate on propane. Melanie Shokal commented that the 2014 actual cost is \$1,023. Kevin McCaffrie asked if the \$1,000 budgeted is enough. Mr. Chartier replied that it should be more than enough.
- Kevin McCaffrie asked about the large jump in Line 680: Sewer Chemicals. Mr. Chartier replied that the cost depends on the timing of purchasing the chemicals.
- Tom Keegan asked why the Operator amounts were adjusted. Mr. Chartier replied that this employee recently completed the three year certification process and was entitled to an increase.
- **Vote:** 13 In Favor 0 Opposed. The total Sewer Department Operating budget is accepted at \$469,033.
- Kerrin Rounds reported several adjustments to the Water Department budget. Line 115: Water/Sewer Operator is now \$28,907. Line 220: Water FICA is now \$8,206. Line 225: Water Medicare is now \$1,919. Line 230: Water Retirement is now \$ 14,258. There are two new budget items in the Water Department budget. Merit Raises is budgeted at \$ 2,657 and 27th Pay Period is budgeted at \$ 3,642.

Kevin McCaffrie moved the total Water Department Operating budget at \$496,962, seconded by Ernie Richards.

- Kevin McCaffrie asked if the Town is still going through the water meter upgrade. Mr. Chartier replied that the project is going well. The concentration is in the downtown area and heading up to the lake. There are well over 400 meters installed now with three years left for completion.
- Paul Manganiello asked about Line 411: Heating Fuel and if this is a split cost with the Sewer Department. Mr. Chartier replied that this is propane heating costs as well with the reduced price.
- **Vote:** 13 In Favor 0 Opposed. The total Water Department Operating budget is accepted at \$496,962.

Shaun Lagueux moved the Highway Department budget at \$ 498,425, seconded by Paul Manganiello.

- **Vote:** 13 In Favor 0 Opposed. The Highway Department budget is accepted at \$498,425.

Shaun Lagueux moved the Highway Projects budget at \$ 253,978, seconded by Paul Manganiello.

- Paul Manganiello asked about Line 390: Resurfacing Roads and if the 10 year CIP plan to get caught up on paving is a lifelong plan and how does the Town get caught up. Shaun Lagueux commented that there is no recognized CIP plan for resurfacing. Lakes Region Planning came to Bristol and remapped and graded the roads using a new software program. The program is currently assigning values to the roads. The Town will have a program developed for resurfacing the roads based on the new data. There have been good strides made in the last two years due to the lower price of asphalt.
- **Vote:** 13 In Favor 0 Opposed. The Highway Projects budget is accepted at \$253,978.

Shaun Lagueux moved the Streets/Bridges budget at \$30,300, seconded by Paul Manganiello.

- Kerrin Rounds asked what Line 430: Bridges was used for. Shaun Lagueux replied that there has not been much allotted to this item in the last few years. The budgeted amount is used to pay for maintenance and repairs to Town owned bridges not taken care of by the State.
- Paul Manganiello asked if the amount budgeted for Line 410: Street Lighting was a contracted amount as it's been pretty consistent the past few years. Shaun Lagueux commented that this is due to the Smart Start Program. Michael Capone commented that the Town participated in the Smart Start program which allowed for the upgrade of a number of fixtures in the Town. There was a three year payback time for this. The rate was higher the last few years as the Town had to pay for the fixtures. This is all paid off now and the Town is seeing the benefits of the efficiency of the new fixtures.
- Kevin McCaffrie asked about any LED lighting programs available. Michael Capone replied that there has been no discussion on this.
- **Vote:** 13 In Favor 0 opposed. The Streets/Bridges budget is accepted at \$30,300.

Paul Manganiello moved the Solid Waste Disposal budget at \$254,864, seconded by Shaun Lagueux.

- Kerrin Rounds asked if the number for Line 366: Tipping Fees was final. Michael Capone replied that it was a final figure. Ernie Richards asked if this figure is a reflection of tipping fees going up. Mr. Capone replied that the Town was receiving a credit the last couple of years and it is all paid back now. The increase is reflected because the Town is no longer receiving the credit. The rates have been pretty consistent the last couple of years.
- Paul Manganiello asked about the \$4,000 adjustment to Line 362: Construction & Demo Disposal. Shaun Lagueux commented that the Select Board adjusted this amount because it more closely reflects the actual cost the past year or two.
- **Vote:** 13 In Favor 0 Opposed. The Solid Waste Disposal budget is accepted at \$254,864.

Member Comments:

Kerrin Rounds informed the committee that the Town Administrator will fill in the 2015 Budget Committee column and distribute the updated budget to the committee. The committee will vote on the bottom line at the next meeting. Deliberations of the warrant articles will take place during the next meeting also. The Public Hearing is scheduled for February 3rd at the library.

William Cote asked when the last day that any warrant article can be submitted is. Michael Capone replied that February 23rd is the last day that the warrant can be posted and the Select Board has the authority to add warrant articles up to that date. Kerrin Rounds commented that the Budget Committee has to vote on any financial warrant articles.

Kerrin Rounds commented that it would be worthwhile for the Budget Committee to draft a letter to department heads regarding the budget schedule for the next year. This would give the department heads more time to plan their schedules around the Saturday joint Budget Committee/Select Board meeting. William Cote commented that setting the timetable early will help so that the same scheduling

problem does not occur again.

Barbara Greenwood commented that there are several kids using the new ice rink and that it is well worth whatever money was spent to acquire it.

Select Board Comments:

The Select Board will be deliberating warrant articles at the January 29th meeting.

Administrator's Report: None

Adjournment:

Paul Manganiello made a motion to adjourn, seconded by Kevin McCaffrie, passed with all in favor. The meeting was adjourned at 7:52 pm.

Respectfully submitted,
Wendy Costigan, Secretary