

## **APPROVED**

### Budget Committee Meeting Minutes April 13, 2015

#### **Present:**

Chair- Kerrin Rounds, Dave Carr, Carol Huber, William Cote, Tom Keegan, Ron Preble, Shaun Lagueux, Ernie Richards, John Sellers, and Bob Emerson.

**Absent:** Don Milbrand, Ashley Dolloff, and Kevin McCaffrie

#### **Others Present:**

Town Administrator Michael Capone

#### **Call to Order:**

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

Chair Kerrin Rounds welcomed new committee members John Sellers and Bob Emerson.

#### **Review of Minutes:**

Kerrin Rounds asked the committee to review the minutes from February 3, 2015. Ron Preble made a motion to accept the minutes as written, seconded by Ernie Richards. The motion carried with all in favor and two abstentions. Shaun Lagueux made a motion to accept the minutes from February 4, 2015, seconded by Carol Huber. The motion carried with all in favor and two abstentions.

**Election of Chair:** Shaun Lagueux moved to nominate Kerrin Rounds as Chair, seconded by William Cote. The Committee voted 10-0-1 in favor of the motion. Ms. Rounds accepted the nomination.

**Election of Vice-Chair:** Ernie Richards moved to nominate William Cote as Vice-Chair, seconded by Carol Huber. Tom Keegan moved to nominate Don Milbrand as Vice-Chair, seconded by Shaun Lagueux. Mr. Cote received 4 votes and Mr. Milbrand received 4 votes. Ms. Rounds voted for William Cote to break the tie. Mr. Cote accepted the nomination of Vice-Chair.

**By-Laws:** Town Administrator Capone made some minor edits and emailed the By-Laws to the Committee. Kerrin Rounds requested that they be changed to be adopted at the second meeting and not the first. This way it gives new members a chance to read them before they vote to adopt them. Ms. Rounds also suggested adding a Conflict of Interest definition into the By-Laws to help clear up any issues the Committee members may have.

#### **Correspondence:**

#### **Old Business:**

Tom Keegan commented that any petitioned article that regarding the acceptance of roads should be voted on by the Budget Committee as it does ultimately result in money matters. Shaun Lagueux replied that the RSA does not require that the Committee weigh in if there is no monetary value attached. Kerrin Rounds commented that the article has to have money written in it but that the Committee can

discuss the article just not vote to recommend or not.

Carol Huber commented that the non-profits who ask the Town for funding should be required to provide financial statements to the Committee to be considered for funding. John Sellers asked if the financials can be found online. Kerrin Rounds replied that there could be a lag with audited statements online. Ernie Richards commented that advance notice should be given to the Committee at least a month ahead of time to review before that meeting. Tom Keegan commented that there doesn't seem to be a great deal of overlap and the social agencies save the Town money. Kerrin Rounds suggested that the request letter sent to the non-profits be rewritten to include the request for financial statements and what services are provided to Bristol by the agencies.

Dave Carr asked why the Select Board budget number was included on the warrant article at Town Meeting as this doesn't happen in other towns. Mr. Carr commented that he doesn't see the need to have the Select Board number included in the article. Shaun Lagueux replied that this was the first time it was written this way and he will ask the Town Administrator about this.

Dave Carr suggested that the Committee should have an objective to work towards whether it is to level fund the budget or a percentage to cut from the budget. Kerrin Rounds replied that this can be discussed at the next meeting.

#### **New Business:**

Schedule: Kerrin Rounds suggested that there be no meeting in June or July and if there is business that needs to be discussed the Committee may meet in August. The Committee will meet once in September and in October the non-profits will start their presentations. The Saturday joint meeting will be held late in November with the Department Heads and the Library presenting their budgets. There will be a public comments opportunity for 10 minutes after each Department presentation. The Cemetery, Kelley Park, TTCC, and Executive will present their budgets at a Monday meeting in November or December. The Select Board will present their budget recommendations in December and deliberations will be in January. A draft meeting schedule will be provided for the May meeting.

#### **Member Comments:**

#### **Select Board Comments:**

Shaun Lagueux reported that the budget is right where it should be for the first quarter. The Highway Department is doing well considering the winter. The Overtime and Part-time lines were hit but that was not unexpected. The Town Administrator is working with Department Heads to spread out the purchases approved at Town Meeting to help with cash flow. The Economic Development Summit wrapped up and went very well with good conversations. There was a good turnout at the event. The Select Board has work sessions scheduled for policy review. The Select Board committee assignments include Shaun Lagueux on the Budget Committee, Paul Manganiello on the Planning Board, and Betsy Schneider on the Historic District Commission. Dave Carr asked how the merit raises were coming along. Shaun Lagueux replied that the policy was finalized. Some Department Heads had some concerns that were discussed. The actual process is starting now. Kerrin Rounds asked about revenue and expense details for the Police revolving fund. Town Administrator Capone replied that a framework has been set up by the Finance Officer and the Treasurer. Kerrin Rounds requested that the details be supplied to the Budget Committee so they can see and understand how it works.

**Administrator's Report:**

In section 5 of the By-Laws the wording regarding the suspension of a committee member needs to be looked at. The wording is unclear whether a member is suspended after missing three meetings or if the member is suspended after three missed meetings and then gone at the fourth meeting. The section is highlighted in the draft that will be sent to the Committee. The first quarter reports were sent to the Committee. The budget has been expended approximately 27%. Kerrin Rounds commented that a Committee member had asked about using personal email accounts for the Budget Committee emails. Ms. Rounds added that there is nothing that the Budget Committee does that is non-public business. Administrator Capone replied that an email box for the Budget Committee could be set up but members will still be responding with their personal emails. The list serve will be looked at to see how this is handled.

**Adjournment:**

Ernie Richards made a motion to adjourn, seconded by Ron Preble, passed with all in favor. The meeting was adjourned at 7:47 pm.

Respectfully submitted,  
Wendy Costigan, Secretary