

Budget Committee
Meeting Minutes
November 9, 2015

Present:

Chair- Kerrin Rounds, Ernie Richards, Carol Huber, Don Milbrand, Tom Keegan, Ron Preble, Shaun Lagueux, Kevin McCaffrie, John Sellers, and William Cote.

Absent: Bob Emerson, Ashley Dolloff, and Dave Carr

Others Present: Town Administrator Michael Capone

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 October 26, 2015. Carol Huber made a motion to accept the minutes as written, seconded by Don Milbrand. The Committee voted 8-0-2 in favor of the motion.

Correspondence:

Old Business:

New Business:

CIP presentation:

Members of CIP present: Don Milbrand, Chair; Bill Cote, Dave Hill, and Dan Paradis. Mr. Milbrand informed the Committee that the CIP is a subcommittee of the Planning Board and that the plan developed by the CIP consists of recommendations put forth for the Budget Committee and Select Board to take under advisement. The goal of the plan is to even out capital expenditures to lessen the impact on the tax roll year to year. A capital item has a life expectancy of three or more years and costs over \$10,000. The CIP recommends starting capital reserve funds for different departments. Some departments already have reserve funds set up so they just need to be replenished. The CIP priority 1 proposals are as follows:

Police Department:

Police Cruiser Capital Reserve Fund: this is to establish a fund for police vehicles. The Select Board will be agents to expend. CIP recommends \$50,000 be placed in the fund.

Body Cameras: Chief Lewis is requesting \$12,000 for nine Watch Guard Body Cameras. Each camera provides a visual and audio record for up to nine hours. The CIP support the Chief's request.

Public Works:

Road Paving: The CIP recommends appropriating \$250,000 again this year to continue the ten year repaving program.

Highway Department Equipment Capital Reserve Fund: CIP recommends this fund be established to replace equipment as needed. The Select Board will be agents to expend. CIP recommends \$90,000 be placed in this fund. There are no trucks being replaced this year.

Fire Department:

Fire Department Reserve Fund: CIP recommends appropriating \$25,000 to continue building up this fund.

There is no equipment scheduled to be bought. Next year, and ambulance is due for replacement.

Town General:

Radio Communication Tower: Chief Yannuzzi recommends replacing the communication tower on Hemphill Road. Lakes Region Mutual Aid has offered to share the cost 50-50 with Bristol for an 80' monopole. Lakes Region will perform the work at an estimated cost of \$50,000. CIP recommends appropriating \$25,000 for this project in 2016. The work will be completed in 2017.

Water Street Recreational Facility: This project provides for a walking path off Central Street along the Newfound River. The project is part of the charrette and ties into the downtown improvements. CIP recommends that \$26,500 be appropriated for the project design engineering and permitting.

Kerrin Rounds opened the discussion to the Committee.

Ernie Richards commented that he heard that there should be a federal grant shortly for body cameras.

Kevin McCaffrie asked why buildings are not included in the capital plans. Mr. Milbrand replied that the Select Board did not officially come to the CIP with numbers for buildings. Buildings are not included due to lack of data. Shaun Lagueux commented that it is highly likely that there will be a warrant article for this. Mr. Milbrand commented that facility needs were debated in the CIP meetings and there just wasn't enough data to include this in the plan.

John Sellers asked who determines how long equipment lasts. Mr. Milbrand replied that department heads put that estimate in with their requests. Mr. Lagueux commented that it is generally based on past experience.

John Sellers asked if Capital Reserve funds are set up for specific equipment or all equipment. Mr. Milbrand replied that it depends on how the fund is set up. Mr. Hill replied that the funds are not equipment specific. Mr. Lagueux commented that wording in the warrant article would state that the fund is for a certain item.

John Sellers asked why the radios being replaced by the fire department are not in the CIP plan. Mr. Milbrand replied that if the cost is less than \$10,000 it does not fall under CIP. If the radios were bought in a larger quantity it would be part of CIP.

Michael Capone informed the Committee that he has drafted warrant article language for the CIP proposals and these have been given to the Select Board to look at. Language referencing capital reserve funds is included.

Kerrin Rounds informed the Committee that deliberations on warrant articles are scheduled for February 1st with a follow up with CIP.

Ms. Rounds thanked CIP for presenting to the Committee.

December 5th Meeting:

Ms. Rounds informed the Committee that a proposed agenda for this meeting was sent. Mr. Preble commented that it is a good idea for the smaller departments to be presented on December 14th as they

got crowded out last year. Mr. Capone suggested that Executive be added to the agenda for the 5th and taken off the December 14th agenda. Mr. Sellers asked if the Budget Committee has a budget. Ms. Rounds replied that the Committee does have a line with money for trainings. Ms. Rounds informed that Committee that questions for department heads need to be emailed to her by November 30th so department heads can prepare answers for December 5th.

Member Comments:

Ernie Richards asked what the dates are for the current revenue and expense report. Mr. Capone replied that the dates cover the manifest as of November 5th.

John Sellers informed the Committee that he was personally looking into the ambulance contract and he is meeting with the fire chief regarding this.

William Cote asked if there is any paperwork regarding the Outside Details revolving fund. Mr. Lagueux replied that it is all available to the public. Mr. Cote asked how much has been billed out and profited. Mr. Capone replied that the 80/20 gets adjusted out at the end of the year and the details won't be known until then. Mr. Lagueux commented that the billing and accounts payables lag some and that 80% of the fund gets expended and 20% goes into the general fund. Mr. Richards asked where the expenses for the fund show up in the operating budget. Ms. Rounds replied that the details stay in the revolving fund and just the net revenues show. Ernie Richards asked for clarification regarding the anticipated revenues. Mr. Capone replied that those numbers may be a little high and the numbers may be adjusted.

Select Board Comments:

Mr. Lagueux informed the Committee that the Board made some headway in filling the vacant positions. The patrol officer position was filled and the new Finance Officer, Tabitha Abear, starts on Monday. The second round of interviews for the Town Administrator position will be happening also. The Board is negotiating a short term agreement with MRI to provide an interim Town Administrator for two days a week to bridge the gap. The tax rate is still up in the air. A quick Board meeting will be held to set the rate once everything is ready.

Administrator's Report:

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by Ron Preble, passed with all in favor. The meeting was adjourned at 8:11 pm.

Respectfully submitted,
Wendy Costigan, Secretary