

Budget Committee/Select Board Meeting

Department Budget Presentations

December 5, 2015

Present: Kerrin Rounds, Chair of the Budget Committee; William Cote, Vice-Chair of the Budget Committee; Ernie Richards, Tom Keegan, Ron Preble, Ashley Dolloff, Carol Huber, John Sellers, Don Milbrand, Kevin McCaffrie, Janet Cote, Chair of the Select Board; Shaun Lagueux, Vice-Chair of the Select Board; Rick Alpers, Betsy Schneider, and Paul Manganiello.

Kerrin Rounds called the meeting to order at 9:02am. Ms. Rounds informed the members that wages were not up to date in the budget and are still being reviewed. Wages can be discussed at the next budget meeting. Questions from the public will be taken at the conclusion of the Department presentations.

Budget Committee and Select Board members introduced themselves.

Police Department: Chief Lewis presented highlights of the Police Department budget.

- Chief Lewis distributed color coded department budgets. Yellow means a decrease, red means an increase, and green means no change in the line item.
- Line 140 Overtime: increased from \$33,000 to \$40,000. This is an area that is usually decreased first. The overtime amount requested is equivalent to 1,142 man hours of overtime or 3.13 hours per 24 hour period. The police department provides 24 hour services which includes weekends, nights, and holidays.
- Line 190 Certified Special Police: This is for part time officers. This has been funded at \$25,000 in the past. Wages have gone up slightly. The amount requested equals 1,136 man hours per calendar year or 2.5 shifts per week.
- Line 211 Disability Insurance: This may go up or down depending on the Select Board decision regarding raises.
- Line 342 Computer Maintenance: This increase is due to software and hardware increases.
- Line 395 Franklin Dispatch: The increase is due to a more definitive amount given by Franklin. The total increase is \$8,000 over 2015. Kevin McCaffrie asked if this increase was based on group budgeting or an increase in usage. Chief Lewis replied that they do not give their calculation but that it is usage driven funding for all the towns. Kerrin Rounds asked if Bristol has representation on that committee. Chief Lewis replied that

they did not. Rick Alpers asked if Franklin is still cheaper than Plymouth. Chief Lewis replied that Plymouth Dispatch would cost between \$98,000-\$102,000.

- Ernie Richards asked if the Outside Detail pay affects the budget. Chief Lewis replied that it did not affect the operating budget.
- John Sellers asked why there is a 21% increase in Overtime. Chief Lewis replied that overtime is needed when things happen beyond the department's control and they need to respond. The \$40,000 is always the amount requested and that amount is spent year after year. Carol Huber commented that the line is overspent and that the money has to come from somewhere else in the department's budget. Chief Lewis replied that the amount is based on usage and \$40,000 is a reasonable request and that funding is found elsewhere in the budget if the department goes over the amount budgeted. Ms. Huber commented that she thought it would be better to use part time officers. Chief Lewis commented that he utilizes part time officers when they are available. There are state regulations that have made it unfeasible to use these officers. Part time officers are hard to come by. Paul Manganiello commented that the department has a full complement of officers and that there should not be as much need for overtime. Chief Lewis replied that is great in theory but that he has no control over when critical incidents happen. Critical incidents require 4 or 5 extra personnel.
- Kevin McCaffrie asked about Line 125 Prosecutor and the actual number of hours the person worked as the prosecutor and why some officer wage lines were lower. Chief Lewis replied that the position remained unfilled for a period of time and that is why it is only 28% expended. Some patrol officer positions were vacant for weeks. Mr. McCaffrie asked how many hours were dedicated to prosecution. Chief Lewis replied that there have been 255 court cases and 32 hours per week has been dedicated to prosecution which equates to 5.42 hours per case.
- John Sellers asked if the state police or county can be accessed. Chief Lewis replied that there is mutual aid but that the state police cannot cover the Town of Bristol.
- John Sellers asked how many computers are in the department. Chief Lewis replied that the police department does not sign the agreement for computer support. The department is on a pay as you go agreement for service repairs. The entire system has to be backed up monthly and that the town has to pay for that and an annual fee for the rights for access to the statewide database system.
- Paul Manganiello asked if it makes sense to contract out the prosecutor position and to reconsider a shared position with a trained officer. Chief Lewis replied that it makes more sense the way the town is doing it now. Based on Plymouth numbers as Prosecutor would cost between \$60,000-\$63,000. A trained officer has firsthand knowledge of information to proceed in court and this officer is allowed to transport evidence. A civilian prosecutor cannot transport custodial evidence and has no

authority to swear to incidents. Mr. Manganiello asked of the 255 cases how many have been traffic cases that go to court. Chief Lewis replied that less than 2% of traffic stops are citation based and of the 255 cases none of those are for speeding tickets. Due to the state court system, a pretrial conference is needed now.

- Betsy Schneider asked what the Witness Fees entail. Chief Lewis replied that this is when an officer attends court.
- Betsy Schneider asked if the fuel is contracted with DOT at a set rate. Chief Lewis replied that the town is locked into the rate. Ms. Schneider asked how many gallons on average are used. Chief Lewis replied that information is on the state DOT bills. Line 635 is not used completely because the department was only able to run one cruiser on a shift for several weeks due to personnel. Ms. Schneider commented that this should be revisited as the amount per gallon seems too high. Chief Lewis replied that he does not object to not using DOT fuel but that it would require some credit card to access gas 24 hours at other stations.
- Betsy Schneider asked what Line 142 Investigations is made up of. Chief Lewis replied that there is no wages in that line and it is for materials and the figure is based upon usage of tools and equipment.
- Betsy Schneider asked if overtime or outside detail money is paid for civic events. Chief Lewis replied that this is never billed at the outside detail rate. This line covers parades and other civic events. Officers who are called in to work the event are paid at time and a half. Organizations like the TTCC are not billed for these events.
- Betsy Schneider asked what is included in Line 810 New Equipment. Chief Lewis replied that this is to purchase two new Tasers and two computers. Ms. Schneider asked how many computers the department has. Chief Lewis replied that there are 9 or 10 and that two are replaced each year. John Sellers asked if the town has a contractor to buy the pcs. Chief Lewis replied that it is bid through the town.

Ms. Rounds thanked Chief Lewis for his presentation and his time this morning.

Fire Department: Chief Yannuzzi presented highlights of the Fire Department budget.

- The budget is lower by about \$5,000 but this doesn't reflect wages. In the last five years only one year the budget was over. This year the budget will come in close to right on but some purchases might have to be held off.
- The Overtime line has been affected by being short on personnel. The merit raises in April didn't roll over in the overtime line and that directly affects costs. On average the department has used \$47,000 but only has budgeted \$29,300 in the line. The 2016 request is for \$40,000. Emergency calls cannot be predicted and the department needs to have the coverage. Kevin McCaffrie asked if this includes part time call back. Chief

Yannuzzi replied that it did not but that it includes outside trainings as the shifts have to be back filled. John Sellers asked where the funds come from as the line is already over budget. Chief Yannuzzi replied that it comes from within the budget. The budget is monitored daily and spending money on equipment and other purchases are cut back on. John Sellers asked if there are per diem firefighters. Chief Yannuzzi replied that there are 17,480 hours that have to be covered in a year. Part time staff is used first and then full time staff. New hires do not affect the overtime line as employees are already certified and qualified and ready to go once hired.

- Chief Yannuzzi informed that members that he approached the Select Board regarding running an ad for hiring per diem firefighters to cover Kelly Day shifts. Three applications were received and none of those met the qualifications. A full time person is being looked at instead. Hiring a full time person to cover the Kelly Day shifts would probably lower overtime and part time lines. Chief Yannuzzi will have a discussion with the Select Board to see what direction the department should go in.
- Chief Yannuzzi commented that there have been 943 calls so far this year and there 961 calls last year. It's been very busy.
- Carol Huber asked about Line 346 Cellphone and if more people were using them. Chief Yannuzzi replied that the new cardiac monitors have cell phone capability and the monitors had to be activated. There was a fee for this.
- Carol Huber asked about Line 411 Heating Oil and commented that prices are less than last year. Chief Yannuzzi replied that the heating oil is a contract signed by the town. The contract is for \$1.949 per gallon and the department uses approximately 4,100 gallons per year. Mr. Lagueux commented that the contract was at a good price when it was signed and that prices have gone down a little. Ms. Huber asked if this is an annual contract. Mr. Alpers replied that it is seasonal and bid out in August. The contract includes service also.
- Ernie Richards asked if the calls include ambulance. Chief Yannuzzi replied that the call included everything.
- John Sellers commented that by taking money from one line item it robs other line items because of trying to balance the budget. Mr. Sellers asked why more is not budgeted for in those lines. Chief Yannuzzi replied that he is always requested to cut his budget and there is no control over fixed costs. The budget is so close to the bone that the department is one major event away from a complete melt down of the budget.
- Betsy Schneider asked for the usage numbers regarding diesel. Chief Yannuzzi replied that as of November 24th 2,965 gallons of diesel and 257 gallons of gasoline have been used. The gasoline number is low because there was no command vehicle for over half the year. In 2014 3,004 gallons of diesel and 728 gallons of gasoline were used. The 2014 numbers were used to budget for 2016. The state pumps are used for diesel and

gas. The cost for diesel is \$3.27 and \$2.32 for gasoline per gallon. Carol Huber asked why the department doesn't use a gas card to save money. Chief Yannuzzi replied that the state pumps give an accurate read out and only one vehicle in the department uses gasoline. The diesel pump is at the Bristol state shed. Betsy Schneider asked if this is a contracted price for the year. Mr. Alpers replied that it is a state bid.

- Betsy Schneider asked why \$1,200 is in the Suburban line when it is a new vehicle. Chief Yannuzzi replied that he carried this over from last year and that it is to cover any maintenance issues.
- Kerrin Rounds asked about the warrant articles for the fire department such as the Hemp Hill Radio Tower which will benefit the Police, Fire, and Highway departments. John Sellers asked if the town maintains ownership. Chief Yannuzzi replied that the tower belongs to the town and that it desperately needs to be replaced. Lakes Region Mutual Aid is sharing the cost with the town.
- Chief Yannuzzi informed the members that one CIP item is a request for replacement SCBA cylinders. They will reach the end of their life in 2016 and the bottles will be outdated. Kerrin Rounds asked what the alternatives are if the bottles aren't replaced. Chief Yannuzzi replied that the bottles can be kept in service but that they would not be certified bottles and that it is a safety issue. Ms. Rounds commented that she would like to see these put in the budget rather than a warrant article if they are needed.
- Chief Yannuzzi informed the members that replacement radios and portable radio batteries have been requested. There is an issue with the pagers as Motorola keeps changing the technology. The current pagers are no longer covered under the service agreements.
- Paul Manganiello commented that money needs to be encumbered for the generator. Chief Yannuzzi replied that he will check with the state and that he may have to go to the Select Board.
- John Sellers asked why the Forestry Truck line has gone up. Chief Yannuzzi replied that the Highway department gave the Fire department one of their trucks and there needs to be money to outfit it with light bars, radios, and other items that have been taken from the old command vehicle.

Kerrin Rounds thanked Chief Yannuzzi for his time and presentation today.

Highway Department: Highway Superintendent Mark Bucklin presented budget highlights.

- The grader and vacuum truck are pushing 30 years old and the cost to maintain them is going up. The grader needs brakes and the vacuum truck needs engine work. The vacuum truck was rented to the state for 80 hours this spring. The vacuum truck is used twice a week by the town and is used pretty regularly.

- Resurfacing fluctuates and depends upon what is given in the budget each year.
- The rental mower line should be at zero.
- Line 693 Salt: The cost is \$6,600 per ton this year which is up \$6/ton from last year.
- Line 631 Sidewalks: Mr. Alpers commented that the line is down from \$16,000 to \$10,000. Mr. Bucklin replied that South Main Street and Winter Street need to be repaved. There is money in the reconstruction line to that will cover the sidewalk work on School Street.
- Line 662 Kubota Tractor: Carol Huber asked why there was only 8% of this line spent this year. Mr. Bucklin replied that this amount was budgeted in case of a breakdown with the new machine.
- Line 635 Gas/Oil: John Sellers asked why there is a decrease from last year. Mr. Bucklin replied that the prices are down a little. Carol Huber asked if this is a contract with the state. Mr. Bucklin replied that it is and there is just one vehicle that is diesel.
- Rick Alpers asked about resurfacing projects. Mr. Bucklin replied that the overlays that are planned with the sidewalks and the Safe Routes to School project may require the widening of Mayhew Street. Upper Birch Drive and Bear Mountain Road need to be chip sealed. This is a good preservation for pavement.
- Line 411 Heating Oil: Carol Huber asked why this line is up \$3,000 and not lowered because of the lower costs. Mr. Bucklin replied that there hadn't been a lot of waste oil collected at the time it was budgeted. The line can be reduced. Ms. Schneider asked if there are two different furnaces. Mr. Bucklin replied that there is a regular furnace and a waste oil furnace.
- Mr. Alpers commented that when the overlay on Central Street is done the water/sewer line should be replaced too. Mr. Bucklin replied that he was thinking that there should be more parking there and the sidewalk should be considered too. Mr. Alpers commented that corner of town needs sprucing up and the trail work needs to get done too. Mr. Bucklin will look into a price for the sidewalk, pavement, and a shift in the road also.
- John Sellers asked if the \$141,000 left in Line 390 Resurfacing Roads is rolled into 2016. Mr. Bucklin replied that he was asked not to spend all the money in that line as the town might need the money for legal expenses. Janet Cote commented that the numbers are as of November 5th and they are not accurate. The accounts payable will be updated in the next two weeks. Mr. Bucklin replied that there is \$77,000 left in the paving line as the numbers were updated yesterday.
- Paul Manganiello commented that the Highway Projects budget is still hanging around \$250,000 with \$50,000 for chip sealing. Mr. Bucklin replied that there are more overlays in the Safe Routes to School area. Ms. Schneider asked what if the project does not

come through. Mr. Bucklin replied that the town can still overlay those streets and there are always projects to get done.

- Kerrin Rounds asked for an update on the remodeling of the transfer station. Mr. Bucklin replied that they haven't moved any of that yet.
- Betsy Schneider asked if the budget for Line 410 Street Lighting should be less as there is \$10,000 still not spent. Mr. Bucklin replied that there may not be that much there as there is still one payment to go.
- Janet Cote commented that Tom Keegan informed the Select Board that the fee for Hazardous Waste Day is up 3% for next year and that the line should be rounded up to \$33,000
- Janet Cote commented that not all the tipping fees have been spent. Mr. Bucklin replied that it depends on how much is delivered to the co-op and the number has to do with annual tonnage. Mr. Alpers commented that there are two months' worth of bills missing and this needs to be updated. Mr. Lagueux commented that some items are paid monthly, some once per year, and some vary season to season.
- Paul Manganiello commented that there is a capital reserve fund for the Highway Department with \$4,972 in it. CIP suggested setting a reserve account up but this one can be used. Don Milbrand replied that a warrant article can be added to change the wording on the existing reserve account. Mr. Lagueux commented that if the wording is sufficient then the town can just add funds into the existing account for a purchase. Kevin McCaffrie commented that capital reserve accounts should never be specified as the Select Board can decide how to spend the money.
- Betsy Schneider asked why \$2,500 is budgeted for the 2008 F550 when it is going to the Fire Department. Mr. Bucklin replied that the new truck won't be in service until February and that the truck isn't needed but it's nice to have back up equipment.

Kerrin Rounds thanked Superintendent Bucklin for his time and presentation.

Library: Brittany Overton, Library Director; Rosemary D'Arcy, Chair of the Trustees; and Archie Auger, Treasurer; presented highlights from the Library budget.

- Archie Auger handed out copies of the state RSA which governs Libraries.
- Mr. Auger informed the members that the library budget presented is divided into three sections: salaries and benefits, building, books and subscriptions. The total request is \$176,703 which is a \$12,500 increase
- Rosemary D'Arcy commented that the town is 2 ½ years into the new addition and there has been an enormous increase in patronage and programs. The library is a vital busy part of the community with there frequently being over 100 people per day coming into the library. There is an increase in maintenance and repairs through normal wear and

tear on the building. There have been some changes in personnel over the past year. The Trustees asked for additional funding for a 15 hour/week staff. Due to the staffing changes this position wasn't filled until this past Monday. The Library did not use all the staffing money due to the disruption in personnel this year.

- Kerrin Rounds asked that since the Library budget is under the purview of the Trustees if the budget is underspent does it go to the general fund. Mr. Auger replied that the money is returned to the general fund if it is not encumbered. The Trustees plan to encumber \$5,600 to cover the cost of basement repairs. Carol Huber asked what the balance of unencumbered funds is. Mr. Auger replied that 24% is not encumbered.
- Kerrin Rounds asked what is included in the increase to Line 430 Maintenance/Repairs. Ms. D'Arcy replied that the rugs need to be cleaned, the light fixtures and windows need cleaning, there is the water problem in the basement, and the solar/HVAC system needs to be looked at to reduce the electric demand charge. Mr. Auger commented that estimates have been received by received by cleaning companies. John Sellers asked if the Library uses the same custodial service as the town. Mr. Auger replied that it is the same.
- Kevin McCaffrie asked if the town stopped supplying funds for Line 343 Copier. Mr. Auger replied that this is shown on the revenue side but the expense also needs to be shown. Kerrin Rounds commented that the Library keeps the revenue from the copier. John Sellers asked if it is a net expenditure. Ms. Rounds replied that the town does not have anything to do with the Trustees revenues. Mr. Auger commented that any monies accepted by the Trustees have to be put in the minutes. William Cote asked if the Library generates any other revenue other than the copier such as late fees from books. Mr. Auger replied that there is REC money from the solar array which is put in a separate bank account for unexpected repairs to the system. Brittany Overton commented that the library does not charge late fees but there is a jar in the library for donations and people generally give more than a late fine. Ms. D'Arcy commented that the Library does charge for copies.
- Paul Manganiello asked if the heating oil is under contract. Mr. Alpers replied that it is under the town contract. Ms. D'Arcy commented that the Library uses propane.
- Kerrin Rounds asked about why the electricity due to the solar array is going down but there is an increase of \$500 to that line. Mr. Auger replied that the system has not been changed yet to lessen the demand charge. There is a bid for \$2,400 to fix the system but until then the demand charge goes up.
- Archie Auger commented that the property donated to the Friends of the Library was sold for \$37,500. The stipulation was that the money will go to the building project. The Trustees are working with the Friends to resolve an issue so that the money goes to the library project. William Cote asked if the money will go towards the outstanding debt of

the construction. Mr. Auger replied that the Trustees fronted \$95,000 that was raised through donations so the Trustees have already funded money into the building project. Mr. Lagueux commented that the bond would have been higher if the Trustees had not given money. Mr. Auger the property money will be used for what the donor had intended which are library building projects.

- Carol Huber asked why there is over \$5,000 left in Line 670 Books. Brittany Overton replied that there has been more expended and the Library is waiting on another order. The \$14,000 budgeted should be expended by the end of the year.
- Don Milbrand asked why Line 671 Magazines is at zero. Brittany Overton replied that it is fully expended at this point. This is a onetime charge at the end of the year.
- William Cote asked if the Library expects increases to the budget year after year. Mr. Auger replied that it does not expect this but that the Library is willfully behind on salaries to employees. The Trustees looked at the town wage study, at other town libraries salaries, and at state data and the salaries for the Library Director and Assistant Director are at the bottom. There needs to be some movement in that area. Mr. Cote asked if the Trustees have looked into revenues to pay for these expenses. Mr. Auger replied that this has been discussed at meetings but the money that is donated by members of other towns is more than fees would be.
- Kerrin Rounds asked the Library Director is she feels that this is an adequate budget. Brittany Overton replied that she did look at the 2014 expenditures to see what had been spent in the past years and this budget can offer some opportunities for the Library.

Kerrin Rounds thanked the Trustees and the Library Director for their time and presentation.

Water/Sewer: Water/Sewer Superintendent Jeff Chartier presented the department budget highlights.

- The budget is pretty much the same as last year. Capital projects continue to move forward. There is a new line in the budget this year for Town Clerk and Town Administrator fees for a stipend.
- Line 210 Health Insurance: the split is not 50/50 as budgeted but based on a percent by individuals. Kerrin Rounds commented that the total of the two lines haven't changed much. Mr. Chartier replied that it will be \$1,000 either way.
- A line item needs to be added for Metrocast for the expense of an internet upgrade. The cost is \$600 in Water and \$600 in Sewer.
- Water capital outlay: there is going to be an asset management grant with a \$1,500 match to develop an asset management program. The money for the match had to be budgeted for. The auditors did say that this would have to be gross budgeted for

- Capital reserve money is for equipment replacement and upgrades. Rick Alpers commented that he talked with Mark Bucklin about the overlay on Central Street. Mr. Alpers asked what the age of the water lines under Central Street is. Mr. Chartier replied that they are cement lines from 1952. Mr. Alpers commented that he thought that it was a good time to put in new water/sewer lines when the overlay work was going to be done. Mr. Chartier replied that he did get some numbers for that last year.
- John Sellers asked why there has only been 16% of Line 810 New Equipment spent. Mr. Chartier replied that large purchases are made at the end of the year.
- John Sellers asked for clarification of Line 390 Lab Services expenses. Mr. Chartier replied that this is for fourth quarter sampling that is done at the end of the year.
- John Sellers asked about Line 430 Maintenance/Repairs as only 32% has been expended. Mr. Chartier replied that the numbers do need to be updated and the line will be close.

Kerrin Rounds thanked Superintendent Chartier for his time and presentation.

Select Board Chair Janet Cote presented budget highlights for the various budgets.

Executive:

- Line 342 Computer Supplies/Support: The increase is due to a split with the assessing office and this amount reflects the Executive share.
- Line 343 Copier: The amount reflects the new contract.
- Line 620 Office Supplies: This is based on a split with other departments.
- Line 625 Postage: There is an additional mailing expected.
- Line 810 New Equipment: There is a network switch for the computers.

Property Reappraisal:

- Line 342 Computer Support: This is the split for computer support.
- Line 810 New Equipment: This is for a new desk in the office.

Legal:

- The budget has gone done but there is new attention on legal issues. The line will hopefully remain at \$60,000.

Personnel Administration:

- Workers Compensation has increased.

General Government Buildings:

- Line 111 Maintenance Custodian: There is the possibility for an increase in the time for this position. The extra winter hours would include shoveling and such.
- Line 640 Custodial Service: The line may increase as another day may be added for cleaning the town offices.

Regional Associations:

- Kerrin Rounds asked if the Lakes Region Planning Commission line was moved somewhere in the budget. Mrs. Cote replied that it is probably moved into Memberships/Training. This will be looked into.

Member's Questions:

- Ernie Richards asked if the Workers Comp line is for the whole town. Mrs. Cote replied that she believes so except for Water/Sewer. Mr. Richards asked if this could be differentiated for each department so the true cost of the departments is shown. Mr. Alpers replied that it is a small town and small departments and it would be easy to see who has gotten hurt. Ms. O'Connor commented that this is a privacy issue. William Cote commented that the department debt should also be included in each department budget for true accounting of expenses. Ms. Rounds replied that the Select Board would determine that. Ms. O'Connor commented that the town should focus on safety so workers comp claims are less. If this is addressed over time the town can drop the cost of workers comp with safety improvement.
- John Sellers asked why some Computer lines went up and some went down. Mrs. Cote replied that in the case of Assessing vs. Executive the number of computers was determined and the cost was split to try to be more accurate with numbers. The total contract was divided up by how many computers are in the departments. Mr. Alpers commented that there is also a new server included and that makes a difference.

Ms. Rounds adjourned the meeting at 1:57pm.

Respectfully submitted,

Wendy Costigan, Secretary

