

Budget Committee
Meeting Minutes
January 4, 2016

Present:

Chair- Kerrin Rounds, Ernie Richards, Tom Keegan, William Cote, Kevin McCaffrie, John Sellers, Ashley Dolloff, Carol Huber, Bob Emerson, Don Milbrand, and Paul Manganiello as Select Board rep.

Absent: Dave Carr and Ron Preble.

Others Present:

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:00pm.

Review of Minutes:

Kerrin Rounds asked the committee to review the minutes from December 21, 2015. Ernie Richards made a motion to accept the minutes as written, seconded by John Sellers. John Sellers made a motion to make the following changes to the minutes, seconded by William Cote. In Personnel Administration add the words "50 employees" and that Mr. Sellers commented that "the Select Board had just given the budget to the Committee 10 minutes earlier and it is not enough time to review it". Under Crossing Guards Mr. Sellers commented that "the school district should pick up the expense and the school does not seem as concerned about safety". The Committee voted 9-0 in favor of making the amendments. The Committee voted 8-0-2 in favor of the approving the minutes as amended.

Correspondence:

Old Business:

John Sellers commented that the Committee received the Select Board's updated budget but he doesn't believe that it is 100% completed. Ms. Rounds replied that the Committee can make motions to adjust as they are identified.

Ms. Rounds informed the Committee that there is no room in the schedule to cancel for snow so the Committee will meet if there is a quorum.

New Business:

John Sellers made a motion to lower the overall budget total line by \$300,000 from \$5,781,905 to \$5,481,905, seconded by Carol Huber. Mr. Sellers commented that he spent a good amount of time looking at the budget and going back to 2010 and every year there was \$200,000 not spent. The price for gas, oil, electric, and insurance costs are all going down too. The computer support could be more streamlined. Legal seems high. The reduction comes to 5.2% off the Select Board budget. Ms. Rounds commented that she believes the Committee is there to analyze the budget and should do it section by section and make the reductions in the sections they are supposed to take place in. Mr. Manganiello commented that it will come up at Town Meeting about where the cuts should be made. Mr. Sellers commented that he went line by line and he did not touch salaries or cut positions. Don Milbrand commented that it would be more in convention to bring the reductions up separate and vote on the sections. Mr. Keegan commented that this takes away the prerogative of the Committee to discuss where the cuts should be made. Mr. Sellers asked if the unspent money goes into the unexpended fund balance and that Rick Alpers commented that there was between \$800,000 and \$900,000 in that fund.

Ms. Rounds replied that the money does go into the unexpended fund balance and that money can be used to reduce the tax rate.

- **Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion failed.**

Executive:

Ernie Richards moved the Executive section at \$232,384, seconded by Carol Huber.

- Mr. Sellers made a motion to reduce Line 343 Copier to \$1,700, seconded by Don Milbrand. Mr. Sellers commented that not all the money has been spent. Ashley Dolloff asked if this is a contracted price and what does the number represent. Mr. Manganiello replied that the number was given by Christina and there is no note about a contract. Kevin McCaffrie commented that this has always been a contract price and the contract could have gone up. William Cote commented that it could also include the cost of paper and that the numbers each year are trending down.

Vote: 5 In Favor, 4 Opposed, and 2 Abstentions. The motion passes.

- Mr. Sellers made a motion to reduce Line 560 Meetings/Memberships/Trainings to \$5,000, seconded by William Cote. Mr. Sellers commented that the cost for Lakes Region Planning Commission seems expensive. Mr. Manganiello replied that the line also includes costs associated with trainings for the Town Administrator. Ms. Dolloff commented that the LRPC is a great resource for the town. Mr. Keegan agreed with Ms. Dolloff. Steve Favorite from the LRPC commented that the cost to Bristol in 2016 is \$3,044.

Vote: 1 In Favor, 5 Opposed, and 5 Abstentions. The motion failed.

- Mr. Sellers made a motion to reduce Line 620 Office Supplies by \$700, seconded by Carol Huber. Mr. Sellers commented that only 47% of the line was spent and the supplies can be consolidated to lower the expense. William Cote commented that the number has gone down over the years. Mr. Keegan made a motion to amend the present motion to place \$2,000 in Line 620, seconded by Mr. Milbrand. Mr. Keegan commented that there are more questions than answers right now and that it should be left the same.

Vote: (on amendment) 6 In Favor, 3 Opposed, and 2 Abstentions. The motion passes.

Vote: (to reduce line 620 by \$500) 10 In Favor, 0 Opposed, 1 Abstention. The motion passes.

- John Sellers made a motion to reduce Line 625 Postage by \$450, seconded by Carol Huber. Mr. Sellers commented that only 52% of the line was spent. Ms. Dolloff commented that postage is a contract with Pitney Bowes. Mr. Cote commented that the cost has been going down every year. Mr. Manganiello commented that rates increased in January 2015.

Vote: 5 In Favor, 3 Opposed, 3 Abstentions. The motion passes.

- Mr. Sellers made a motion to reduce Line 690 Selectmen's Expenses by \$600, seconded by Ernie Richards. Mr. Sellers commented that \$1,500 was added for staff appreciation but there has only been \$15 spent this year. Mr. Manganiello commented that the staff appreciation money is for gift cards and employee socials. There are course expenses in the line also. Mr. Cote asked if it included the summer cookout. Mr. Manganiello replied that it does. Mr. Milbrand commented that some businesses donated to the cookout but the donations may not be there anymore.

Vote: 4 In Favor, 3 Opposed, 4 Abstentions. The motion passes.

- Mr. Sellers made a motion to reduce the Town Website Line to \$7,000, seconded by Don Milbrand. Mr. Sellers commented that last year there was nothing there in the budget. The update is needed but the number seems hefty. Mr. Manganiello replied that this is an estimated number. Nik Coates commented that staff members have called for quotes and \$10,000 is a good estimate although it could be low. Mr. Keegan asked if there was any revenue associated

with it. Ms. Rounds replied there was not. Mr. Richards commented that the item should be tabled until there is a hard number to work with. Mr. Milbrand made an amendment to the motion to zero out the line, seconded by William Cote.

Vote (on amendment) 6 In Favor, 1 Opposed, 4 Abstentions. The motion passed.

Vote (final vote to zero) 6 In Favor, 1 Opposed, 4 Abstentions. The motion passed.

Tom Keegan made a motion to adjourn the meeting until the Committee gets updated numbers. There was no second made. Mr. Keegan withdrew his motion.

Mr. Milbrand made a motion to table the final vote on the Executive budget, seconded by Mr. Richards.

- **Vote: 11 In Favor. The motion passes.**

Police Department:

Don Milbrand moved the Police Department budget at \$1,018,779, seconded by Mr. Keegan.

- Mr. Sellers made a motion to reduce Line 140 Overtime by \$20,000, seconded by Carol Huber. Mr. Sellers commented that he is hoping that the Select Board gets a handle on overtime in all departments. Mr. Keegan asked what the updated expenses are. Chief Lewis replied that the updated expense is \$39,463 as of the last pay period. Mr. Milbrand asked what the breakdown is on overtime. Chief Lewis replied that a majority is spent on emergency shift coverage and that he does everything possible to not fill a shift with overtime. The majority of overtime is when an officer is called back in for service. Mr. Cote asked if any is used for people in training. Chief Lewis replied that he tries not to back fill shifts with overtime. Mr. Sellers commented that this is not the only department that overspent this line. Mr. Milbrand commented that the Police Overtime line is always under budgeted and overspent. Mr. Sellers asked if it can be managed more effectively.

Vote: 4 In Favor, 4 Opposed, 3 Abstentions. The motion fails.

- Mr. Sellers made a motion to reduce Line 140 Overtime from \$40,000 to \$25,000, seconded by Mr. Richards.

Vote: 4 In Favor, 5 Opposed, 2 Abstentions. The motion fails.

- Mr. Sellers made a motion to reduce Line 142 Investigations to \$1, seconded by William Cote. Mr. Sellers commented that only 44% of the line was spent and that this was just another means of income. Chief Lewis replied that this is not for salaries but for products for investigations such as rape kits, evidence bags, and crime scene tape. Mr. Sellers withdrew his motion and Mr. Cote withdrew his second.
- Mr. Sellers made a motion to reduce Line 142 Investigations from \$3,000 to \$2,000, seconded by Mr. Richards. Chief Lewis commented that there are over \$1,200 in towing bills to pay from the Investigations line and it is now overspent. Mr. McCaffrie asked if the fees don't get paid when towed. Chief Lewis replied that the department is billed monthly and that the \$1,200 billed was within the last two weeks. If the town is maintaining custody of the vehicle the town foots the bill. Mr. McCaffrie asked if there is revenue associated with this. Chief Lewis replied that there is revenue occasionally and that the money goes in the general fund if it happens. Ms. Huber asked if the vehicle is impounded do the owners pay to get it back. Chief Lewis replied that the owners do pay. Ms. Rounds asked if the town sold the car would the town get the revenue. Chief Lewis replied that could potentially happen and that it depends on the court case. Mr. Sellers asked what the average tow costs. Chief Lewis replied that it depends on how many times the vehicle has to be moved.

Vote: 5 In Favor, 4 Opposed, 2 Abstentions. The motion passes.

- Mr. Sellers made a motion to leave \$1 in Line 143 Court Witness Time, seconded by Mr.

Richards. Mr. Sellers commented that this is part payroll and the town is paying extra money to do the job from 9-5. Chief Lewis replied that when an officer is called to come in when not scheduled they are paid overtime. This was broken out for the witness time to be specifically seen. Ms. Rounds commented that former Chief Wingate specifically asked for a separate line item for this. Mr. Keegan asked if there is any control over when an officer has to be a witness in court. Chief Lewis replied that there is no control. An officer can be called in to court the next day but the department does know some times that are scheduled. Mr. Richards asked if this is different from prosecutor fees. Chief Lewis replied that the person prosecuting the case gets a regular salary. The officer is the one testifying on the stand. Chief Lewis commented that there has been a 50% reduction in the line already. Mr. Keegan commented that putting \$1 in the line could hinder the whole judicial process. William Cote commented that the department went from a prosecutor to an officer to save on overtime. Chief Lewis commented that the officer can transport materials and a civilian prosecutor cannot.

Vote: 3 In Favor, 5 Opposed, 3 Abstentions. The motion fails.

- Mr. Sellers made a motion to reduce Line 292 Bike Patrol Equipment/Uniforms to \$1, seconded by Ms. Huber. Mr. Sellers commented that there has been zero dollars spent this year. Chief Lewis replied that there is only \$383.34 remaining in the line. The line has not been fully spent to use the money towards overtime. The pedal bike patrol is utilized during town events such as the concerts and Old Home Day. Helmets are also purchased and given to kids. The department only spent what was needed this year but may need to spend all of it next year. Mr. Sellers withdrew his motion and Ms. Huber withdrew her second.
- Mr. Cote made a motion to reduce Line 292 Bike Patrol Equipment/Uniforms from \$500 to \$200, seconded by Mr. Sellers.

Vote: 5 In Favor, 5 Opposed, 1 Abstention. The motion fails.

- Mr. Sellers made a motion to reduce Line 293 Uniforms to \$7,500, seconded by Mr. Cote. Chief Lewis commented that the current expenditures for that line are \$10,599.75. Mr. Sellers withdrew his motion and Mr. Cote withdrew his second.
- Mr. Sellers made a motion to reduce Line 342 Computer Maintenance to \$9,000, seconded by Mr. Richards. Mr. Sellers commented that last year only \$7,300 was spent. Chief Lewis replied that a portion of this is a contract for back up data fees for \$7,520 and some money for maintenance fees. Mr. Sellers asked how many computers the department has. Chief Lewis replied there are 10-12 computers. Mr. Cote asked how many computers are replaced. Chief Lewis replied that two computer per year are replaced.

Vote: 5 In Favor, 3 Opposed, 3 Abstentions. The motion passes.

- Mr. Sellers made a motion to reduce Line 635 Gas/Oil to \$20,000, seconded by Mr. Richards. Chief Lewis informed the Committee that the current expenditure is \$20,030.81. Mr. Sellers commented that fuel is a lot less expensive and the town will save money. Mr. Keegan replied that the town can't see the price 6-8 months from now. Mr. Cote asked if there was a contract price. Chief Lewis replied that there is a fixed price with the state. Chief Lewis commented that he supports a reduction and is seeking alternate place to purchase fuel but the department needs a commercial business card to do this. Mr. Sellers withdrew his motion and Mr. Richards withdrew his second.
- Mr. Milbrand made a motion to reduce Line 635 Gas/Oil to \$22,000, seconded by Mr. Cote. Mr. Milbrand asked if there is better fuel economy with the new cruisers. Chief Lewis replied that there is not much savings as the cruisers are loaded down with so much equipment. Mr. Sellers asked if the new hires are driving out of town. Chief Lewis replied that the officers stay in town. Mr. McCaffrie asked what the Chief's figure is for this line. Chief Lewis replied that it is around

the \$22,000 mark.

Vote: 11 In Favor, 0 Opposed. The motion passes.

- John Sellers asked for more of an explanation regarding Line 891 Grant Related Expenses. Chief Lewis replied that any grant that is applied for has to be appropriated for in the budget for the full amount paid out. Any percentage back is in revenue. Mr. Sellers asked if any was encumbered for next year. Chief Lewis replied that there is not as grants are reapplied for on an annual basis.
- John Sellers asked what the Civic Events money was used for. Chief Lewis replied that the money is used to pay officers to attend parades and shut down roadways during events. Events such as the marathon, Old Home Day and parades need officers. Mr. Sellers asked if overtime, per diem officers, and part time officers are used. Chief Lewis replied that all are used. Mr. Sellers asked what the total amount was. Chief Lewis replied that the expense is \$5,541.94.
- Mr. McCaffrie made a motion to reduce Line 125 Prosecutor to \$34, 723, seconded by Mr. Sellers. Mr. McCaffrie commented that this has been spoken about several times and there hasn't been a reduction in overtime with the use of the prosecutor. The moved figure is a more realistic figure of actual working time for the number of hours put in for each case. Mr. Milbrand asked what has been expended. Chief Lewis replied there has been a mistake in the finance department regarding this line but that at the present rate of pay of \$41,600 the hourly rate is \$25. Mr. Cote commented that there was going to be eliminated costs with the prosecutor. Chief Lewis replied that there is a 50% reduction in the Witness line item. Mr. Sellers asked if the prosecutor was at court 32 hours per week. Chief Lewis replied that there are 32 hours of investigation as this is actually a part time police officer. Ms. Rounds commented that the line item needs to be changed as the name of the Line is confusing.

Vote: 5 In Favor, 5 Opposed, 1 Abstention. The motion fails.

- **Final Vote for Police Department at \$1,012,779. 8 In Favor, 1 Opposed, 2 Abstentions. The motion passes.**

Member Comments:

Kerrin Rounds commented that the budget needs updated numbers and add the 2014 actuals to the spreadsheet, and to update the voted on items in the budget. The incoming Town Administrator was asked to look into this.

Another deliberation night will be added to the schedule.

Select Board Comments:

Administrator's Report:

Adjournment:

Ernie Richards made a motion to adjourn, seconded by Don Milbrand, passed with all in favor. The meeting was adjourned at 9:23 pm.

Respectfully submitted,
Wendy Costigan, Secretary

