

Budget Committee
Meeting Minutes
January 25, 2016

Present:

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

Absent: Dave Carr and Bob Emerson.

Others Present: Town Administrator Nik Coates, Highway Superintendent Mark Bucklin, Water/Sewer Superintendent Jeff Chartier.

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:02pm.

Review of Minutes:

Kerrin Rounds asked the committee to review the minutes from January 19, 2016. Ron Preble made a motion to accept the minutes as written, seconded by Carol Huber. John Sellers commented that there is a missing vote in the Regional Associations section of the minutes. Don Milbrand made a motion to table the January 19th minutes, seconded by John Sellers. The Committee voted 9-0-2 in favor of the motion.

Correspondence:

Kerrin Rounds informed the Committee that Tom Keegan sent an email from the Historical Society confirming that the amount requested for insurance is correct.

Kerrin Rounds informed the Committee that she received an email from Archie Auger regarding the inclusion of the copier costs in the Library budget. Ms. Rounds suggested that the town can ask the auditors to look at the Library budget and see how it should be handled. Mr. McCaffrie commented that most towns vote on a bottom line budget for the library.

Old Business:

Ernie Richards commented that the Committee hasn't seen a revenue sheet yet and asked if one would be received for the final deliberative session. Mr. Coates replied that the number one priority has been the budget sheets and he is trying to get caught up. Mr. Coates will do his best to supply a revenue sheet.

John Sellers asked if the prosecutor line language has been received from Chief Lewis yet. Mr. Coates replied that language was presented to the Select Board and there has been no decision made yet. This will be discussed again at the next Board meeting.

John Sellers asked for line item details regarding the PD Investigations line and the definitions behind the lines. Mr. Lagueux replied that the department heads give this information during their department presentations. Ashley Dolloff agreed and said that notes should be taken during the department presentations. Tom Keegan suggested that Committee members go see the department heads to get questions answered.

Kerrin Rounds informed the Board that John Sellers asked the Finance Officer a question and that led to a discussion regarding the request being a Right to Know request or a Committee request. Mr. Coates commented that if the request is coming as a Committee member the request should come through the Chair. If it is not being asked as a Committee member, the request it is considered a Right to Know request.

Ernie Richards commented that as the police prosecutor line is getting redefined, he would like to see the number of cases that have been prosecuted. Mr. Lagueux replied that the request can be taken to the Select Board and the Board will decide if the request got to the police chief.

John Sellers commented that some budget numbers that the Budget Committee voted on have changed. There is a number in the Executive section that is not correct based on the minutes of the 11th. Mr. Coates replied that he will look into this and make the adjustments. The Health Insurance number has changed but the number that was voted on will be put back in the budget.

New Business:

Highway Department:

- Shaun Lagueux moved the Highway Department budget at \$489,435, seconded by Ernie Richards.
- John Sellers made a motion to reduce Line 635 Gas/Oil to \$29,000, seconded by Carol Huber. Mr. Sellers commented that the prices are down. Kevin McCaffrie replied that 90% of the highway fleet runs on diesel and the diesel is purchased at the state pumps at a fixed price. Mr. Sellers asked how long the state contract was for. Mark Bucklin replied that the prices will change in June.
Vote: 1 In Favor, 7 Opposed, and 3 Abstentions. The motion fails.
- Kevin McCaffrie asked for clarification on Line 120 P/T Operators. Mark Bucklin replied that this is a person who works 40 hours per week from January to March.
- John Sellers made a motion to reduce Line 292 Uniforms to \$2,500, seconded by William Cote.
Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion fails.
- John Sellers made a motion to reduce Line 390 Contracted Tree Removal to \$2,000, seconded by Carol Huber. Mark Bucklin commented that you never know when the town will have to pay to take a tree down. The town takes down 2-3 trees per year at about \$1,000 per tree.
Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion fails.
- John Sellers made a motion to reduce Line 391 Training to \$400, seconded by Carol Huber. Mr. Sellers commented that the line is not being used. Mark Bucklin replied that there haven't been any classes of interest to the crew. The department employees need to all have the flagger certification renewed this year though.
Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion fails.
- John Sellers made a motion to reduce Line 411 Heating Oil to \$2,000, seconded by Carol Huber. William Cote asked if waste oil is used. Mark Bucklin replied that the line covers the cost of oil if the department runs out of waste oil. There is waste oil to burn right now and the department has only run out 2 or 3 times.
Vote: 9 In Favor, 1 Opposed, and 1 Abstention. The motion passes.
- John Sellers made a motion to reduce Line 431 Building Maintenance to \$7,000, seconded by Ernie Richards. Mr. Bucklin commented that there is work that needs to be done to the building and there are electrical issues with lights out at the back shed but that he is comfortable with the line being \$7,000.
Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.
- John Sellers asked for clarification on Line 432 Snowplow/Sander Maintenance. Mr. Bucklin replied that the line covers conveyor belts for the spreaders, cutting edges for the snowplows, and other replacement parts.
- John Sellers commented that there is a 20% increase in Line 610 Materials/Supplies. Mr. Bucklin replied that the line is used for paper towels, grease, and other shop supplies. William Cote asked if the department does their own oil changes. Mr. Bucklin replied that they did.

- John Sellers made a motion to reduce Line 610 Materials/Supplies to \$11,000, seconded by Ernie Richards.

Vote: 6 In Favor, 4 Opposed, and 1 Abstention. The motion passes.

- Carol Huber asked what sidewalks will be done this year. Mr. Bucklin replied that S. Main Street and possibly Central Street. Mr. Lagueux commented that if there is a delay to the work on Central Street then another area of town can be done.
- John Sellers asked for clarification on Line 662 Kubota Tractor. Mr. Bucklin replied that the Kubota is a backup tractor and it has to be maintained.
- John Sellers asked for clarification on Line 667 Grader. Mr. Bucklin replied that the grader is almost 30 years old and is prone to breakdowns.
- John Sellers asked for clarification on Line 668 2002 Freightliner. Mr. Bucklin replied that this truck has gone from front line service to backup. It's an older truck and needs more work done to it. Mr. Bucklin plans to keep the truck for another 5 years.
- John Sellers asked for clarification on Line 671 Vacuum Truck. Mr. Bucklin replied that this piece of equipment is almost 30 years old and will eventually be replaced. Carol Huber asked if it is rented out. Mr. Bucklin replied that it is mostly rented to the state and they state determines how much it will pay the town.
- John Sellers asked for clarification on Line 682 Sand/Gravel. Mr. Bucklin replied that the recycled gravel from the downtown project has been used up and more gravel needs to be purchased. Kevin McCaffrie asked how much gravel is used each year. Mr. Bucklin replied that between 1,000-1,500 cubic yards is used.
- John Sellers asked for clarification of Line 693 Salt. Mr. Bucklin replied that 500 tons of salt are budgeted for each year.
- Carol Huber asked about the catch basins. Mark Bucklin replied that the plan is to replace some existing catch basins.
- William Cote asked about guard rail replacements. Mr. Bucklin replied that they do not always get to this. Mr. Lagueux commented that this line has been used in the past to adjust for cuts.
- Kerrin Rounds asked the Town Administrator to look into the amount listed for safety equipment.

Vote: Shaun Lagueux moved the Highway Department budget at \$484,435, seconded by Don Milbrand. 9 In Favor, 1 Opposed, and 1 Abstention. The motion passes.

Highway Projects:

- Don Milbrand moved the Highway Projects budget at \$315,000, seconded by Ernie Richards.

Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

Streets/Bridges:

- Shaun Lagueux moved the Streets/Bridges budget at \$30,500, seconded by Don Milbrand.
- William Cote asked if there are some lights being removed in town. Shaun Lagueux replied that there are 2 or 3 lights at the Musgrove Bridge that the state wants to remove. The town has been in conversations with the state regarding this.
- John Sellers asked for clarification on the Bridges line item as it is never used. Mr. Bucklin replied that there are two bridges that wholly belong to Bristol and two shared bridges. There are occasional maintenance needs to be done.

Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

Solid Waste:

- Shaun Lagueux moved the Solid Waste budget at \$259,584, seconded by Ernie Richards.

Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

Patriotic:

- Ernie Richards moved the Patriotic budget at \$29,450, seconded by Don Milbrand.
- William Cote asked if there was a warrant article for fireworks. Mr. Lagueux replied that the money for fireworks is in the budget. Surrounding towns were reached out to for financial support of a fireworks show and there have been positive results. The town was asked to contribute \$1,000 each.

Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

Conservation Commission:

- Don Milbrand moved the Conservation Commission budget at \$2,162, seconded by Carol Huber.
- Shaun Lagueux commented that the Conservation Commission is expected to spend more money this year with the concerns with the Northern Pass project.
- John Sellers asked for clarification on Line 690 Maintenance of Properties. Mr. Lagueux replied that the Conservation Commission does have oversights of a couple of properties.

Vote: 9 In Favor, 0 Opposed, and 2 Abstentions. The motion passes.

- John Sellers commented that there is \$200 missing in the Conservation Commission budget.
- Shaun Lagueux made a motion to amend the Conservation Commission budget to \$2,362, seconded by John Sellers.

Vote: 9 In Favor, 0 Opposed, and 2 Abstentions. The motion passes.

Historic District Commission:

- Shaun Lagueux moved the Historic District Commission budget at \$986, seconded by Don Milbrand.
- Kerrin Rounds asked for clarification on the LCHIP grant. Mr. Coates replied that this grant is for the Old Town Hall. Mr. Lagueux commented that not all the money from the grant has been spent but it has been encumbered.

Vote: 10 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

Social Services:

- Shaun Lagueux moved the Social Services budget at \$21,950, seconded by Don Milbrand.
- Carol Huber made a motion to reduce Line 573 Voices Against Violence to \$1,000, seconded by Don Milbrand. Carol Huber commented that this is to level fund the line. Tom Keegan commented that during their presentation they said Bristol is one of the highest towns in demand for their services. Mr. Lagueux commented that he feels this is a big issue and that it is a priority to fund the request.

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

- John Sellers made a motion to reduce Line 573 Voices Against Violence to \$1,500, seconded by Ernie Richards.

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

- John Sellers made a motion to reduce Line 575 Genesis to \$1,000, seconded by Carol Huber. Mr. Sellers commented that the last couple of years the line has been zero and this is to level fund the line. Mr. Keegan commented that they are the only mental health service in the area and served 26 Bristol residents last year. Mr. Lagueux commented that he feel this is a reasonable request and funding.

- William Cote made a motion to amend Line 575 to \$2,000, seconded by Don Milbrand.

Vote on amendment: 7 In Favor, 2 Opposed, and 2 Abstentions. The motion passes.

Vote on Genesis at \$2,000: 4 In Favor, 5 Opposed, and 2 Abstentions. The motion fails.

- Carol Huber made a motion to reduce Line 575 Genesis to \$2,000, seconded by Ernie Richards.

Vote on Line 575 Genesis at \$2,000: 5 In Favor, 4 Opposed, and 2 Abstentions. The motion passes.

- John Sellers made a motion to reduce Line 577 CADY to \$1,000, seconded by Carol Huber.

Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion fails.

- Shaun Lagueux moved the Social Services budget at \$20,950, seconded by John Sellers.

Vote: 9 In Favor, 1 Opposed, and 1 Abstention. The motion passes.

Principal L/T Debt:

- Shaun Lagueux moved the Principal L/T Debt budget at \$373,697, seconded by Carol Huber.

Vote: 11 In Favor and 0 opposed. The motion passes.

Interest L/T Debt:

- Carol Huber moved the Interest L/T Debt budget at \$66,558, seconded by Shaun Lagueux.

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

Tax:

- Don Milbrand moved the Tax budget at \$2, seconded by Ernie Richards.

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

Capital Projects:

- Don Milbrand moved the Capital Projects budget at \$3,000, seconded by Carol Huber.
- John Sellers asked for clarification. Mr. Lagueux commented that this money is for the Master Plan and that the town has worked with Lakes Region Planning Commission a lot on this. The work on the Master Plan is being done in chunks by the Planning Board.
- John Sellers asked why there was no money spent in the Master Plan line last year. Shaun Lagueux made a motion to ask the Town Administrator to get this information from the Planning Board, seconded by John Sellers.

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

- Shaun Lagueux made a motion to table Capital Projects, seconded by Don Milbrand.

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

Capital Equipment:

- Kevin McCaffrie moved the Capital Equipment budget at \$0, seconded by John Sellers.

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

Other Capital Outlay:

- Shaun Lagueux moved the Other Capital Outlay budget at \$0, seconded by Carol Huber.

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

Capital Reserves:

- Shaun Lagueux moved the Capital Reserves budget at \$0, seconded by Carol Huber.
- Don Milbrand requested that the line be looked at to see if \$10,000 has been put into the reserves.

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

Accrued Wages Paid:

- Carol Huber moved the Accrued Wages Paid budget at \$0, seconded by Ernie Richards.

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

Sewer:

- Shaun Lagueux moved the total Sewer budget at \$364,321, seconded by John Sellers.
- After some discussion John Sellers requested a name change for Line 915 to Meter Upgrade and Software.
- There was some discussion and clarification on Enterprise funds.
- John Sellers asked for clarification on Line 140 Overtime. Jeff Chartier replied that the department is run 7 days a week and the overtime hours are for 3 hours on Saturday and Sunday and any holidays. There are 1 or 2 major leaks per year that the whole crew must work.
- John Sellers asked for clarification on Line 240 Training/Certification. Jeff Chartier replied that all operators need to be certified each year and the full price of the class is \$85. There are 3 or 4

classes per year per person.

- John Sellers asked for clarification on Line 301 Audit. Jeff Chartier replied that this is the Water/Sewer portion of the town's audit.
- John Sellers made a motion to reduce Line 390 Lab Services to \$5,500, seconded by Ernie Richards.

Vote: 4 In Favor, 6 Opposed, and 1 Abstention. The motion fails.

- John Sellers made a motion to reduce Line 560 Meetings/ Memberships to \$300, seconded by Carol Huber.

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

- John Sellers made a motion to reduce Line 620 Office Supplies to \$1,200. John Sellers withdrew his motion.

Vote on Total Sewer at \$364,321: 9 In Favor, 1 Opposed, and 1 Abstention. The motion passes.

Water:

- Ashley Dolloff moved the total Water budget at \$423,068, seconded by Ron Preble.

Vote: 9 In Favor, 1 Opposed, and 1 Abstention. The motion passes.

Kerrin Rounds turned the Chair over to Vice-Chair William Cote.

- Kerrin Rounds made a motion to reduce Line 210 Health Insurance in the Executive budget to \$21,201, seconded by Don Milbrand. Ms. Rounds informed the Committee that these are updated numbers.

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

- Shaun Lagueux moved the Executive budget at \$211,113, seconded by Kevin McCaffrie.

Vote: 10 In Favor and 1 Opposed. The motion passes.

Member Comments:

Kerrin Rounds informed the Committee that the Town Administrator is working on the warrant articles for the meeting on February 1st. At the next meeting the warrant articles and a final budget total will be voted on. The Committee will receive a new printed budget for the Public Hearing.

William Cote requested an accounting of the Outside Details account for 2015. Mr. Lagueux replied that he will get that information.

Select Board Comments:

Administrator's Report:

Mr. Coates informed the Committee that the wording on the police cruiser purchase warrant article is being reviewed by town council. If the trade in language is kept in the warrant, the trade in value will need to be marked as revenue.

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by Carol Huber, passed with all in favor. The meeting was adjourned at 9:16 pm.

Respectfully submitted,
Wendy Costigan, Secretary