

Budget Committee
Meeting Minutes
February 1, 2016

Present:

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

Absent: Dave Carr

Others Present: Town Administrator Nik Coates, Highway Superintendent Mark Bucklin, Water/Sewer Superintendent Jeff Chartier, and Fire Chief Steve Yannuzzi.

Call to Order:

Committee Chair Kerrin Rounds called the meeting to order at 7:01pm.

Review of Minutes:

Kerrin Rounds asked the committee to review the minutes from January 25, 2016. Kevin McCaffrie made a motion to accept the minutes as written, seconded by Don Milbrand. The Committee voted 11-0 in favor of the motion.

Correspondence:

New Business:

Warrant Articles:

Article 6: To see if the Town will vote to raise and appropriate up to One Hundred Four Thousand Five Hundred Dollars (\$104,500) for the purpose of Water and Sewer Meter Upgrade Project, and to authorize the issuance of not more than One Hundred Four Thousand Five Hundred Dollars (\$104,500) of bonds or notes, in accordance with the provisions of the Municipal Finance Act, NH RSA 33:1 et seq., as amended; and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon as shall be in the best interest of the Town; furthermore the acceptance of grant monies from all Rural Development, State Revolving Loan Fund (SRF) RSA 486:14 established for this purpose, and/or any other grant or aid, which might be available for this project, in order to reduce the amount otherwise to be raised by bonds or notes. The principal and interest payments of the bonds or notes shall be paid through water and sewer user fees. (2/3 vote required, polls open for one hour).

- Shaun Lagueux commented that this is a continuation of the meter upgrade and the funds will be taken from the Water/Sewer Capital Reserves. The loan includes principle forgiveness and is at 1% interest. Jeff Chartier commented that it is a 5 year loan with no penalty for early payoff. The plan is to pay the loan off in two years. The savings totals 5% off the total project. Kevin McCaffrie asked if this was a straight loan or a bond. Jeff Chartier replied that it is a loan through the state revolving fund. Shaun Lagueux commented that there is no impact to the tax rate with this article.

Vote: 12 to recommend and 0 to not recommend.

Article 8: To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate the sum of Twenty Five

Thousand Dollars (\$25,000) to be placed into the Contingency Fund and further to use funds from the unreserved fund balance. (Majority vote required).

- William Cote asked if there is a fund that already has money in it regarding this article. Mr. Lagueux replied that the money will come out of the unexpended fund balance. Kerrin Rounds commented that this needs to be done as a warrant article every year. Don Milbrand asked if anything was spent out last year. Mr. Lagueux replied that nothing had been spent last year.

Vote: 12 to recommend and 0 to not recommend.

Article 9: To see if the Town will vote to raise and appropriate the sum of Seven Thousand Five Hundred Dollars (\$7,500) to repair and repaint the Town Clock which is located in the Bristol United Church of Christ, d.b.a. Bristol Federated Church. (Majority vote required).

- Tom Keegan informed the Committee that he met with the Select Board in September regarding this work. Mr. Keegan has two quotes and it will cost about \$7,500 to do the paint and repair the four clock faces. Shaun Lagueux commented that the Town of Bristol owns the part of the structure where the town clock faces are. Bob Patten does the maintenance to it. John Sellers asked if the clock is insured. Mr. Lagueux replied that it is covered under the town blanket policy.

Vote: 11 to recommend, 0 to not recommend, and 1 Abstention.

Article 10: To see if the Town will vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) to purchase and install a commercial grade metal fence for the Town Owned Property at 12 Central Square (the site of the former Mica Building). (Majority vote required).

- Shaun Lagueux commented that this is to replace the chain link fence along the retaining wall at the river. The new fence will be a wrought iron style decorative fence. John Sellers asked if there are three quotes. Nik Coates replied that three quotes are not mandatory right now.

Vote: 12 to recommend and 0 to not recommend.

Article 11: To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to fund the cost of a comprehensive wage and classification study for Town positions. (Majority vote required).

- Shaun Lagueux commented that the Board discussed the discrepancies in where some employees are on the pay range. Some members of the Board thought that the study from 2006 is outdated. Employees will only see a merit based increase this year. Kevin McCaffrie commented that there are new job descriptions and current data and that some ranges are different from the 2006 study. Don Milbrand commented he would also like to see the money go towards the employees and that the study can be updated in-house. Ernie Richards commented that the merit system can be used to putting people on the range. Shaun Lagueux replied that more than 2.5% would have to be budgeted for. Kerrin Rounds commented that there seems to be a lack of trust in the department heads recommendations and that the \$15,000 should be put to the employees this year.

Vote: 6 to recommend, 5 to not recommend, and 1 abstention.

Article 12: To see if the Town will vote to raise and appropriate the sum of Sixty Seven Thousand Five Hundred Dollars (\$67,500) for the purpose of purchasing the "Smith Lot," which constitutes approximately 0.54 acres of land and buildings and is located at 254 Lake Street, Bristol, NH and further identified by the Town's Tax Map 112, Lot 70, that may be used for future expansion of town offices,

police department or other municipal use. (Majority vote required).

- Shaun Lagueux commented that the property is not technically on the market and is being offered to the town first. Kevin McCaffrie asked if this is the assessed value. Mr. Lagueux replied that it is. Mr. Coates commented that there is no value to the building and it is simply to secure the site. Kevin McCaffrie asked if the property has been surveyed for hazards. Mr. Lagueux replied that there is some lead but no soil samples have been done. Mr. Coates commented that there are contingencies and the town can walk away.

Vote: 11 to recommend, 0 to not recommend, and 1 abstention.

Article 13: To see if the Town will vote to raise and appropriate the sum of Fifty Two Thousand Dollars (\$52,000) for the purpose of conducting an operational needs assessment for the Police Department in order to establish the future space need requirements for both the Police Department and Town offices. The appropriation will be to have knowledgeable and independent third party professional firms conduct the operational needs assessments and architectural design for the Police Department and Town Offices. The selected firm will prepare conceptual renderings as well as construction estimate for renovations or new construction. This appropriation will be funded from unreserved fund balance.

- Shaun Lagueux commented that this article started out as \$40,000 for building needs and morphed into this article. Don Milbrand commented that it's really the job of the Select Board to do this and not hire a professional.

Vote: 5 to recommend, 6 to not recommend, and 1 abstention.

Article 14: To see if the Town will vote to raise and appropriate Forty Five Thousand Dollars (\$45,000) for the purchase, equipping and up-fitting of a new police cruiser. (Majority vote required).

- John Sellers asked why this was not in a capital reserve. Mr. Lagueux replied that it's been a line item in the budget the last few years. Carol Huber asked what vehicle is being replaced. Mr. Lagueux replied that the town car is being replaced. Ernie Richards asked what the trade in value is. Mr. Coates replied that the value is \$150 as the car is not running. William Cote asked what happens if the article fails. Mr. Lagueux replied that the town will potentially have to wait to buy two cruisers next year.

Vote: 12 to recommend and 0 to not recommend.

Article 15: To see if the Town will vote to raise and appropriate a sum not to exceed One Hundred Thousand Dollars (\$100,000) to replace the communication tower on Hemp Hill Road in partnership with the Lakes Region Mutual Aid. Fifty percent (50%) of the project will be funded by Lakes Region Mutual Aid.

- Kerrin Rounds commented that the town will only spend \$50,000 as the town runs the project the whole amount needs to be appropriated. Lakes Region Mutual Fire Aid will pay the town 50% of the project costs. Chief Yannuzzi commented that there is a not to exceed \$100,000 cost. The project consists of putting up a new tower to place microwave dishes on which will increase communications. The current tower has reached the end of its life. Carol Huber asked about the height, FAA conditions, and grant money. Chief Yannuzzi replied that the new tower will be 80 feet. The town is in the process of getting FAA permission. The new tower is not lighted. Grants could take up to a year to get and the project needs to be completed by June. John Sellers asked if the town is getting a lease payment. Chief Yannuzzi replied that the town is not. The point of the

project is to replace the tower while money is available from LRMFA. If the tower fails now the town foots the entire bill. John Sellers asked about cell service. Chief Yannuzzi replied that this is not a viable site for cell phone coverage. Kevin McCaffrie commented that the company won't climb the existing tower to fix equipment because it is unsafe.

Vote: 12 to recommend and 0 to not recommend.

Article 16: To see if the Town will vote to raise and appropriate the sum of Eleven Thousand Dollars (\$11,000) to replace the air cylinders for the Fire Department's 12 Self Contained Breathing Apparatus (SCBA). (Majority vote required).

Vote: 12 to recommend and 0 to not recommend.

Article 17: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Dollars (\$18,000) to replace the Fire Department's existing portable radio batteries and to purchase new Fire Department pagers. (Majority vote required).

Vote: 12 to recommend and 0 to not recommend.

Article 18: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Dollars (\$18,000) to replace the Fire Department's existing portable radio batteries and to purchase new Fire Department pagers. (Majority vote required).

- Shaun Lagueux commented that the town is raising money to fund an existing capital reserve fund. The wording that this article includes is naming the Select Board as agents to expend. The fund allows flexibility to purchase something as it becomes available and give the opportunity to buy used equipment. Don Milbrand commented that the CIP recommended \$90,000 as in a few years the highway department will have multiple needs and this fund article evens out the impact.

Vote: 12 to recommend and 0 to not recommend.

Article 19: To see if the Town will vote to raise and appropriate an amount not to exceed Ninety Thousand Dollars (\$90,000) for the purposes of a coordinated directional and structural design, field survey, subsurface and wetlands work, engineering, base plans, and bid services for the Central Street Water and Sewer Replacement Project and the Water Street Recreational Trail; further, to offset this appropriation with a withdrawal of monies from the Water Capital Reserve Fund from the Sewer Capital Reserve Fund and the remainder from taxation. (Majority vote required).

- Shaun Lagueux commented that this article is to replace water and sewer lines on Central Street and that go through the square. The costs were higher than thought and so the project is in stages with engineering being done first. John Sellers asked how much is from taxation. Jeff Chartier replied that 50% is from taxation, 25% from Water and 25% from Sewer.

Vote: 11 to recommend and 1 to not recommend.

Old Business: 2016 Budget deliberations:

- Shaun Lagueux made a motion to increase Line 01-4130-210 Health Insurance to \$89,902, seconded by Don Milbrand.

Vote: 12 In Favor and 0 Opposed. The motion passes.

- Shaun Lagueux made a motion to increase Line 01-4210-230 Retirement to \$149,433, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the new Police Department budget at \$1,037,250, seconded by Bob Emerson.

Vote: 10 In Favor, 0 Opposed, and 2 Abstentions. The motion passes.

- Shaun Lagueux made a motion to increase Line 01-4550-230 Retirement to \$4,691, seconded by Don Milbrand.

Vote: 12 In Favor and 0 Opposed. The motion passes.

- Shaun Lagueux moved the new Library budget at \$175,885, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Tom Keegan made a motion to increase Line 01-4652-575 Genesis by \$1,000, seconded by Shaun Lagueux.

Vote: 6 In Favor, 5 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Social Services budget at \$21,950, seconded by Don Milbrand.

Vote: 6 In Favor, 5 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Capital Projects budget at \$3,000, seconded by Bob Emerson.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved Line 01-4915-190 Capital Reserve Fund Accrued Wages at \$50,000, seconded by Don Milbrand. Mr. Coates commented that this is to replenish what was paid out.

Vote: 12 In Favor and 0 Opposed. The motion passes.

- Shaun Lagueux moved Line 01-4915-312 Capital Reserve Fund Assessment Reval at \$35,000, seconded by Don Milbrand. Mr. Coates commented that the town will do an RFP to get competitive rates.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved Line 01-4915-881 Capital Reserve Fund Bicentennial at \$10,000, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved Line 01-4915-960 Capital Reserve Town Building Maintenance at \$5,000, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Capital Reserves budget at \$100,000, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux made a motion to increase Line 07-4331-220 Water FICA to \$8,314, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux made a motion to increase Line 05-4326-220 Sewer FICA to \$7,441, seconded by Don Milbrand.

Vote: 11 In Favor, 0 opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux made a motion to increase Line 05-4326-225 Sewer Medicare to \$1,740, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Sewer Operations budget at \$364,967, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux made a motion to increase Line 07-4331-225 Water Medicare to \$1,944,

seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux made a motion to increase Line 07-4331-230 Water Retirement to \$14,979, seconded by Don Milbrand.

Vote: 11 In Favor, 0 Opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Water Operations budget at \$424,616, seconded by Don Milbrand.

Vote: 11 In Favor, 0 opposed, and 1 Abstention. The motion passes.

- Shaun Lagueux moved the Overall Budget total at 5,873,427, seconded by Don Milbrand.

Vote: 9 In Favor and 3 Opposed. The motion passes.

Member Comments:

John Sellers distributed a worksheet with the line items for PD Investigations. Mr. Sellers asked why all the line items were in this account. Mr. Lagueux replied that they were all part of investigations. Kerrin Rounds suggested that Mr. Sellers bring his questions to the Police Chief or the Select Board.

William Cote asked for information regarding the outside details. Mr. Coates replied that he is still waiting for that information.

Select Board Comments:

Administrator's Report:

Adjournment:

Shaun Lagueux made a motion to adjourn, seconded by Ashley Dolloff, passed with all in favor. The meeting was adjourned at 9:24 pm.

Respectfully submitted,
Wendy Costigan, Secretary