

Budget Committee  
Meeting Minutes  
October 17, 2016

**Present:**

Chair- William Cote, Tom Keegan, Don Milbrand Dave Carr, Rob Glassett, Wayne Anderson , Bob Emerson, Kevin McCaffrie (late arrival), Scott Sanschagrín, and Betsy Schneider.

**Absent:** Ashley Dolloff, John Sellers, and JP Morrison.

**Others Present:** Les Dion, Finance Officer Cassandra Pearce, and members of the non-profit agencies.

**Call to Order:**

Committee Chair William Cote called the meeting to order at 6:30pm.

Tom Keegan requested that Committee members make a request through the Chair to speak or ask questions so that members are not all talking at once. Bill Cote agreed this should be done.

**Review of Minutes:**

William Cote asked the committee to review the minutes from September 12, 2016. Betsy Schneider made a motion to accept the minutes from September 12, 2016 as amended, seconded by Scott Sanschagrín. The Committee voted 8-0 in favor of the motion.

**Correspondence:**

An invitation to the Genesis Board of Director's Annual Meeting was received.

**Old Business:**

Code of Ethics Policy: Bill Cote informed the Board that he spoke with Steve Buckley and his opinion is that if the Committee member is elected they should not vote. Mr. Cote commented that Nik Coates talked with town counsel and they submitted a letter that states an opinion contrary to Mr. Buckley and that the Committee member can vote. Cassandra Pearce replied that she has a copy of the letter and town council did not see a reason why the Committee members could not vote. Bill Cote asked if they should declare a possible conflict. Ms. Pearce replied that the members should declare any connections to town departments or agencies. Kevin McCaffrie commented that if there is a direct benefit to a Committee member, that member should recuse themselves from voting on that line but can still vote on the department bottom line. Ms. Pearce agreed this should be done.

Dave Carr commented that the copy of the budget he received just says October. Mr. Carr commented that this is not much to work on to prepare next year's budget and the Committee should have 2-3 years prior numbers. Bill Cote replied that draft copies of department budgets are due to the Committee on November 21<sup>st</sup> and that department heads have until October 31<sup>st</sup> to have their budgets into the town. Betsy Schneider asked what the delay is. Cassandra Pearce replied that the finance office is still checking up and the tax rate is a priority. To set the tax rate, revenues need to be done and the cash needs to be balanced. Ms. Pearce suggested that the Committee members who want numbers from 2-3 years ago they should look in past town reports or older budget reports. Wayne Anderson commented that private sector budgets are due by mid-June and then it takes about four months of negotiation and what Bristol does seems arbitrary. Cassandra Pearce commented that lots of towns don't start until September to receive department budgets. Kevin McCaffrie commented that he has prepared budgets by August 1<sup>st</sup> as the department usually knows where they are half way through the budget year. William Cote asked if there has been any decision on getting extra help for the finance office. Les Dion replied that Tammy

from Crane and Bell is still helping. Mr. Cote will email Nik to request the discussion of extra help to be put on the next Select Board agenda. Bill Cote asked how far out is the revenue report. Cassandra Pearce replied that she is close to having most of the revenue posted and is in the process of balancing with the treasurer.

Betsy Schneider asked if the audit is done yet. Cassandra Pearce replied that the 2015 audit is done and has been presented to the Select Board on October 6<sup>th</sup>. Les Dion commented that it was a good report. Bill Cote informed the Committee that a new schedule is available and the dates in February for the public hearings have changed and are scheduled after warrant articles are due.

**New Business:** Non-profit presentations:

NANA: Pat Wentworth thanked the Committee for their past support. NANA had 2,802 Bristol residents' visits and provided several free clinics to Bristol residents. The town funding provides an offset for the decreasing reimbursement rates, with an overall 27.5% reduction rate. There was an overall 11.7% increase in patient care revenue the last year. Free care for Bristol residents totaled \$34,013.

Grafton County Senior Citizens Council: Roberta Berner informed the Committee that Newfound Area Senior Citizens is the local office of GCSCC. They provide bus transportation, meals to homes, monthly congregate meals, and counseling services. There has been a 20% reduction in state and federal funding. By law, GCSCC is not allowed to charge for services and can accept donations only. Tom Keegan asked how many in the community were served. Ms. Berner replied that from 7/1/15-6/30/16, 193 Bristol residents were served and Service Link served 63 Bristol residents. The number of trips increased from 1,495 to 1,675 and the number of counseling services increased from 131 to 179 appointments.

Tri-County CAP: Heidi Wells informed the Committee that from 7/1/15-6/30/16 283 Bristol residents received services. Of this total 109 households received fuel assistance, 112 households received electric assistance, and two households received weatherization services. The local food bank received deliveries of food. The total of services to Bristol is \$179,483. Betsy Schneider asked what the USDA surplus food program distributed. Ms. Wells replied that trucks come from Concord and Bristol Community Services receives cereal, canned goods, fruit, frozen chicken, and other food items. The food is allocated based on the needs of the towns. Rob Glassett asked what the amount of the increase in services was over last year. Ms. Wells replied that she will forward that information to the Committee. Dave Carr asked if the total dollar amount presented came out of their budget. Ms. Wells replied that yes, the dollar amounts for services came directly out of the TCCAP budget. Tom Keegan asked if their funding dropped from the previous year. Ms. Wells replied that it stayed steady. Dave Carr asked if Bristol did not fully fund TCCAP what effect would this have. Ms. Wells replied that the organization is very dependent on donations but even without full funding they would continue to help people to the extent that they can. Betsy Schneider asked if TCCAP does any fundraising. Ms. Wells replied that some offices hold fundraisers and some town require warrant articles for funding the organization and they collect signatures for the warrant article.

CASA of NH: Jessica Storey informed the Committee that CASA was requesting \$500 from Bristol. CASA supplies court appointed advocates for children. Bristol had 7 children receive a CASA. CASAs are the judge's eyes and ears into these kids' lives. Tom Keegan asked where their funding comes from. Ms.

Storey supplied a pie chart that breaks the funding sources down.

Genesis Behavioral Health: Kim Bruno informed the Committee that in fiscal year 7/1/15-6/30/16 128 residents from Bristol received services with 28 residents receiving emergency services. Services totaled \$13,536 in chartable care for Bristol. Genesis Behavioral Health is the sole provider of emergency psychiatric care in this region. Dave Carr asked how many outlets are across the country. Ms. Bruno answered that there are 10 mental health centers in the state and the Laconia and Plymouth offices are two of them. Kevin McCaffrie asked how the \$13,536 was reached. Ms. Bruno replied that this amount is for services not paid for by clients. The organization does do fundraising.

Day Away Program: Alan Arsenault informed the Committee that this program provides care for adults with dementia or Alzheimer's on Thursday at a cost of \$24 per day. This includes lunch and snacks. The program provides caregivers a break for their responsibilities. There are 8 participants per week with 3 currently from Bristol. The funding is primarily done through fundraising. The program costs \$18,000 per year to run and the majority of the expense of for a Registered nurse to be there every Thursday. Tom Keegan asked if other towns are asked to contribute. Mr. Arsenault replied that four other towns are asked to contribute \$1,500 also.

**Member Comments:**

Betsy Schneider asked if Scott Sanschagrín was at the last meeting. Mr. Sanschagrín replied that he was. Betsy Schneider asked if the Committee received the police details account report. Bill Cote replied that this is on the burner but not the front burner and that some things are more important right now. Cassandra Pearce commented that this is a separate fund and needs to be updated and balanced with the ins and outs. The auditors did look at this fund in 2015. The money in this fund is held by the Treasurer.

**Select Board Comments:**

**Administrator's Report:**

**Adjournment:**

Wayne Anderson made a motion to adjourn, seconded by Tom Keegan. The motion passed with all in favor.

Respectfully submitted,  
Wendy Costigan, Secretary