

***BRISTOL BUDGET COMMITTEE
MEETING MINUTES
May 10, 2010***

PRESENT:

Shaun Lagueux-Chairman, Paul Simard-Vice Chairman, Barbara Greenwood, Dave Carr, Dorcas Gordon, Wendy Costigan, Dan Arseneau, Jon Thouin, Ron Preble, Tom Keegan, Jeff Shackett, Ashley Dolloff

OTHERS PRESENT:

Mark Chevalier, Bob Dudley;
Murray Campbell and David Hill representing the CIP committee

CALL TO ORDER:

Chairman Lagueux called the meeting to order at 7:00pm.

REVIEW OF MINUTES:

The meeting began with a review of the minutes from April 12, 2010; Vice-Chairman Simard made a motion to accept the minutes as written and was seconded by Ms. Gordon followed by a majority vote in favor with one abstention.

OLD BUSINESS:

Sub-Committee:

Chairman Lagueux asked if anyone would be interested in working on a committee to draft the procedural rules for the Budget Committee. Vice Chairman Simard stated all the committee needed to do would be to adopt a set of rules like the Roberts Rules of Order or a similar set of rules. Paul Simard, Jon Thouin and Barbara Greenwood expressed interest in working on this sub-committee. Vice Chairman Simard made a motion to form this committee and Mr. Thouin gave the second for the motion. A voice vote was taken with a unanimous vote in favor.

Another sub-committee was formed to put together a packet of information for new committee members. Mr. Thouin stated that it should explain the role of the Budget Committee and what departments will meet with the Budget Committee and what expected topics would be discussed. It should also include a way to stay on topic within the Budget Committees parameters. Ms. Greenwood expressed that it should include a listing of the money that is already specified, such as benefits or other contracted items. Mr. Preble suggested a copy of the RSA would be helpful for the members. Chairman Lagueux agreed but cautioned that only the RSA's that apply to the Budget Committee should be given otherwise it can be difficult reading through all the RSA's for the one that applies. Mr. Thouin and Ms. Greenwood expressed an interest to work on the sub-

committee. Mr. Thouin made a motion to form this committee and Ms. Greenwood gave the second. It was passed with a unanimous voice vote.

NEW BUSINESS:

Elect New Member:

Chairman Lagueux explained that a new member needed to be selected. The position had been advertised and two men expressed an interest. They were invited to introduce themselves. Robert Dudley works part-time at the Transfer Station. He wants to become involved in the community and feels that this opportunity will allow him to use his degree in finance. Mark Chevalier has participated in various town government positions in the past and would like to get involved again.

Mr. Preble made a motion to elect Robert Dudley and Mr. Arseneau gave the second. Mr. Keegan made a motion to elect Mark Chevalier and Mr. Shackett gave the second. A brief discussion followed with committee members speaking in favor of each candidate. Mr. Carr asked if Mr. Dudley could be a committee member and be employed with the Town. It was determined that part-time employees can be members but full-time employees cannot.

Chairman Lagueux asked for a show of hands in favor of Mr. Dudley – 8 in favor and a show of hands in favor of Mr. Chevalier – 4 in favor. Mr. Dudley is the new committee member and joined the committee for the rest of the meeting. Chairman Lagueux welcomed Mr. Dudley and thanked Mr. Chevalier for his interest.

OTHER BUSINESS:

Capital Improvement Program:

Chairman Lagueux welcomed Murray Campbell and David Hill, representatives of the CIP Committee, to the meeting. Mr. Campbell handed out a sample of last year’s CIP Report and stated that every item is important and needs to be looked at. The purpose of the CIP committee is not to determine if the requested budget item is needed but how to fit the expense into the budget while trying to maintain an even tax rate by spreading these expenses over a period of time. Failing to plan ahead and skipping a year creates a burden on the budget. Mr. Campbell wants to have a better meeting with the Budget Committee this year and would like to have their input on these items as well.

Mr. Murray continued by highlighting the departments and their items of interest
Police Department: Replacing one vehicle per year is the current plan

Public Works: A capital reserve fund is needed to finance these vehicles.
The expenses for the needed vehicles will be large and it needs
to be spread out over time.

Transfer There was a discussion regarding the Sand & Salt sheds and what
is done with them ties in with what will be done with the
Station. We may not be in compliance and if we

decide to move followed. Mr. Murray is the sheds there are guidelines that must be not sure how these regulations will affect us.

Paving: We need to get back on schedule with the paving.

Fire Department: The CIP committee will be meeting with the Fire Chief soon. Mr. Murray knows money for Engine 4 and Ambulance 1 need to be considered. The Forestry Jeep is an antique and needs replacement but there may be other vehicles available to replace it.

Newfound Lake Project: At this time this does not look possible due to lack of funding.

Central Square: There is a capital request for the water lines in the Square but this needs to be looked at further.

Burrough Bridge: A request to assist in financing the bridge was received from a neighboring town. Mr. Shackett confirmed the request but the Selectmen have been advised to decline.

Old Town Hall: Repair it or Sell it. A decision needs to be made.

Public Service Upgrades: Mr. Shackett added that the Town is currently negotiating with a different company and a better location for the cell tower.

Master Plan: It is time to update Master Plan. It is supposed to done every 5 years. Some money needs to be set-aside for this.

General Improvements Projects: We had \$10,000 set aside but it was spent elsewhere. Grant Money was received for the Central Square project and this work needs to be started or we could lose the funding.

Library Addition: CIP is recommending that a capital reserve fund be started for this project.

Bike Path: A path from Profile Falls to Central Square is currently being discussed. It looks like the town would have to build a footbridge across the river; the rest of the work is funded with grant money and volunteers.

CIP is meeting with the various departments and will meet with us with the results of those meetings.

Mr. Hill provided a hand out showing the projected numbers and the highs and lows of the projected total requests by departments for the years 2011 through 2019. Showing

the importance of spreading these expenses over time rather working on a year-to-year approach.

Chairman Lagueux thanked the gentlemen for coming and opened the meeting for discussion and Q&A with the CIP. He concluded this discussion by stating the need to meet with the CIP more often. Mr. Preble made a motion that we meet with the CIP every 3 months. Ms. Greenwood gave the second and it was unanimously approved.

MEMBER ITEMS:

Mr. Keegan wanted the Committee members to know that he was the President of the Homeland Cemetery and he will excuse himself from any votes that pertain to the Cemetery.

Mr. Shackett commented that the revenues and expenses are better than they appeared. A reimbursement was received and we should not have to borrow money again this year. He also responded to a question regarding the Town Administrator position. The Board of Selectmen have interviewed some very qualified people and are waiting for a response from one of the perspective candidates.

Mr. Thouin expressed a concern for some overspending within the departments. Mr. Shackett explained that the Board of Selectmen will be meeting with each major department on a regular basis and reviewing all current expenses.

Mr. Carr asked if the Select Board plans to look at the health and disability plans. He added that other options ought to be considered to make it less expensive for the town. Perhaps employee contributions, or starting health savings plans need to be looked at. Ms. Gordon agreed by stating that some town people approached her and felt that the Budget Committee did not look at or consider any options regarding the health plan. Mr. Shackett stated that we did change plans this year after reviewing and although it was not a reduction in premium it was level funded. He added that the Board of Selectmen has not looked at some of these other options yet.

The next meeting is scheduled for June 14, 2010 at 7:00 pm

ADJOURNMENT:

Ms Greenwood made a motion to adjourn the meeting seconded by Mr. Preble.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Emily Hemingway
Recording Secretary