

## **Budget Committee**

### **Meeting Minutes**

**12/11/17**

**Present:** Wayne Anderson - Vice Chairman, Janet Cavanagh, David Carr, Ashley Dolloff, Robert Emerson, Bill Cote, John Sellers, Walter Waring, Scott Sanschagrín, Elizabeth Schneider, JP Morrison-Selectmen's Rep.

**Absent:** Rob Glassett and Joe Caristi

**Call to Order:** Vice- Chair Wayne Anderson called the meeting to order at 6:30pm.

**Review of Minutes:** Scott Sanschagrín made a motion to approve the November 13, 2017 minutes, seconded by John Sellers. The Committee voted 11-0 in favor of the motion. Bob Emerson made a motion to approve the November 20, 2017 minutes, seconded by John Sellers. There are several corrections that need to be made. John Sellers made a motion to table the approval of the November 20, 2017 minutes, seconded by Betsy Schneider. The Committee voted 11-0 in favor of the motion.

#### **Correspondence:**

**Old Business:** John Sellers commented that he is still waiting for a response from Chief LaRoche regarding the 2018 ambulance fee calculation.

John Sellers commented that in the November 13<sup>th</sup> minutes it states that Wayne Anderson asked for a cash flow analysis report. Wayne Anderson commented that he did not receive this report. Mr. Anderson will send an example of this report to the Finance Officer.

#### **New Business:** Department Budget Presentations:

**Town Clerk:** Raymah Simpson presented the following budget updates.

Line 01-4140-131 Supervisors Checklist has been increased due to 3 elections and Town Meeting next year.

Line 01-4140191 Ballot Clerks has been increased due to 3 elections and Town Meeting next year.

Line 01-4140300 Restoration Records: funds have not been spent this year due to the company doing the work is behind. The funds will be encumbered and a book will be done for this year and next year in 2018.

Line 01-4140396 Meetings/Memberships are used for conferences and memberships for the Town Clerk and Deputy.

Line 01-4140 550 Advertising/ Printing is used to print the town ballots including zoning amendments.

Line 01-4140-610 Election Equipment/Supplies is for one new voting booth and also includes ribbons, tape, and a crowd control kit.

Line 01-4140-620 Office Supplies is mostly used for the cartridges for the four printers in the office.

Line 01-4140625 Postage is used for miscellaneous mailings and the vehicle registration renewal notices.

Line 01-4140-690 Dog License Expense is used to buy the tags.

Line 01-4140-810 New Equipment is money budget for unexpected equipment expenses.

Betsy Schneider asked if the encumbrance from the Restoration Records line was used from last year. Raymah Simpson replied that the 2016 book was done but the 2017 book has not been done so the funds from this year need to be encumbered.

Betsy Schneider asked how much the voting booths cost. Raymah Simpson replied that the cost is approximately \$700. Ms. Simpson commented that she is looking at expenses at the end of this year and may purchase one in 2017.

**Tax Collector:** Raymah Simpson presented the following budget updates:

Line 01-4150-390 Recording Fees is for redemptions that are sent to the county.

Line 01-4150-391 Lien Expenses is used for research for liens and deeds and also for certified letters that need to be sent.

Line 01-4150-561 Meetings/Memberships is for the Deputy Tax Collector and Tax Collector meetings and memberships.

Line 01-4150-625 Postage is for mailing tax bills and other miscellaneous mailings.

Line 01-4150-680 Billing Expense is to send out tax bills.

Line 01-4150-810 New Equipment is for unexpected equipment expenses.

JP Morrison asked about the \$50 left to spend in the New Equipment line. Raymah Simpson replied that a little money is kept in the budget in case of broken equipment.

Betsy Schneider asked how much printers and file cabinets cost. Raymah Simpson replied that the file cabinets cost \$200-\$300 and the printers \$400-\$500. The larger printers were given by the state but if they break down the town will have to replace them with the same type of printer. Mr. Coates commented that inkjet printers cost \$500-\$700 and laser printers cost \$350-\$550.

John Sellers commented that Line 01-4150-390 Recording Fees only averages \$700-\$800 per year and \$1500 is being budgeted. Raymah Simpson replied that the county is sometimes slow to send bills and as of now there are two outstanding bills for this year.

John Sellers asked why there is only \$1200 spent through November in Line 01-4150-680 Billing Expense. Raymah Simpson replied that the town hasn't paid for the most current tax bill yet as it just went out. This is a mass mailing fee.

**TTCC:** Les Dion presented the following budget highlights:

The amount requested from Bristol hasn't changed. The 2018 request is \$103,803. Baseball revenues have increased. The salary line has been reduced by \$20,000. A new fire alarm system was installed as well as a wired in dehumidifier. Both pool tables have been refinished. The capital projects fund has been rebuilt with donations.

The big project in 2018 is to redo the whole gym. Run Your Buns Off gave a \$6,000 donation to this project. Liability insurance went up a bit as it was based on the number of participants which has increased. Staffing in the after school program has been increased.

John Sellers asked how the TTCC is going to level the playing field between what Bristol pays and other towns. The cost per person in Bristol did go up according to his calculations. Les Dion replied that there is a committee that has been formed to study the fair share formula and they will take a hard look at how to make a formula that makes sense for all the towns.

**Kelley Park:** Les Dion presented the following budget highlights:

Line 01-4522-820 Master Plan shows \$25,000 for 2018 but the CIP included \$20,000 in their report. There is a charrette planned that will help show what direction people want to see changed. There has been interest in a walking track and a new concession stand. There some money left in the 2017 budget and the charrette should cost \$6,000. Mats are needed for under the swings that cost \$1,200 and the cabinet/counter for the concession kitchen will cost approximately \$400.

Bill Cote asked for an update on the scoreboards. Les Dion replied that \$9,000 was paid out of the town budget for the scoreboards. They have been ordered but delivery is being held until April.

Betsy Schneider asked if the \$6,000 will be encumbered. Les Dion replied that the \$6,000 should be under contract before the end of the year.

John Sellers asked about the revenue from the school for the park. Les Dion replied that the town receives \$8,000 from the school district and that this is a fair amount being charged in her opinion. Nik Coates commented that the town maintenance person is tracking the hours he works on Kelley Park and the hours will be tracked next year also. Les Dion commented that the school district has been asked to pay for part of the scoreboards.

Betsy Schneider asked how the liability insurance is broken down between the school and the town and how does the town make sure that the school is liable. Nik Coates replied that once there is a fee charged the liability comes onto the town. The cost of the insurance and the amount of the fee needs to be looked at.

Betsy Schneider asked what will be expensed in Line 01-4522-430 Maintenance/Repairs for the rest of the year. Les Dion replied that she will follow up on spending the remaining \$600.

Betsy Schneider commented that what is broken should be fixed now with the money left in Line 01-4522-610 Materials/Supplies and then level fund the line next year. Nik Coates commented that the bathrooms at the park were not being cleaned properly and the extra money in that line is to pay a cleaning company to clean the bathrooms during the summer.

**Community Events:** Les Dion informed the Committee that Line 01-4583-881 Town Events is level funded next year. The money is used for the concert series, parades, and town events like the tree lighting. Fireworks are not part of this budget line.

**Cemeteries:** Nik Coates informed the Committee that Line 01-4195-651 Homeland Cemetery is a request that is made every year. Line 01-4195-650 has decreased to \$500 as maintenance work has been taken on by the town maintenance employee.

**Member Comments:**

Dave Carr commented that the structure of the budget has changed considerably and asked who authorized the change. Nik Coates replied that this was a discussion with the Select Board and that there is not specified structure according to RSAs. Dave Carr commented that this should be discussed with the Budget Committee prior to making changes.

Dave Carr asked where the health insurance cost in the Water/Sewer budgets has been moved to. Nik Coates replied that the health insurance and other costs have been placed in the Town Admin Fee lines 05-4326-118 and 07-4331-118. That fee goes into the general fund. Betsy Schneider commented that this is not clear with taxpayers. William Cote commented that the Water/Sewer department is an enterprise fund and should stand on its own. John Sellers commented that he wants the lines moved back as this is the Budget Committee's budget and it shouldn't have been changed. JP Morrison commented that every department has health insurance and phone costs and they are now in one general line. This subject will be placed on the next meeting's agenda.

Motion by John Sellers to adjourn, seconded by Betsy Schneider. The Committee voted 11-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan