

Budget Committee
August 15, 2023
Meeting Minutes

Present: Chair Paul Regan, Sue Sodano, Carroll Brown Alternate Select Board Rep, Walter Waring, Charlie Therriault, and Janet Cavanagh.

Others Present:

Christina Goodwin, Town Administrator

Call to Order:

Mr. Regan called the meeting to order at 6:00pm.

New Business:

Introductions

Paul Regan was the chair for the 2022-2023 Budget Committee. He also serves as Trustee of the Trust Funds and on the Capital Improvements Program Committee. Charlie Therriault is in his 5th year on the Budget Committee and is also a Trustee of the Trust Fund. Janet Cavanagh and Walter Waring are in their 3rd term. Susan Sodano is in her 4th term serving on the Budget Committee. Carroll Brown was present for the meeting as Alternate Select Board Representative and noted that Leslie Dion is the Select Board Representative for the upcoming budget season and will be present at the meetings.

Elect Officers

Motion to nominate Susan Sodano as Vice Chair by Ms. Cavanagh, second by Mr. Therriault. Motion passed 6-0-0.

Motion to nominate Paul Regan as Chair by Ms. Sodano, second by Mr. Therriault. Motion passed 6-0-0.

Interview Candidate for Open Position

The Budget Committee interviewed Daniel “Buz” Kenney for the open committee member position. Mr. Kenney serves on the Capital Improvement Program (CIP) Committee, the Energy Committee, and the Pemi-Path Sub-Committee. He worked for over 40 years as a lawyer representing investment companies, involved in financial and municipal bonds. He retired and moved to Bristol in 2022, wanting to give back to the town where he spent most of his life and summers, becoming a property owner in Bristol in 1986.

Ms. Cavanagh inquired about the process for appointing the position. Mr. Regan corresponded with Ned Gordon who is in charge of elections. Don Milbrand had the most write-ins, was offered the committee position, but declined. Therefore, the Budget Committee holds interviews and is the appointing authority. If Mr. Kenney is voted in, he will cover the position until the next election. The Committee thanked Mr. Kenney for his time and advised that a vote would be conducted at the end of the meeting.

Committee Responsibilities and Expectations

Mr. Regan stated that the responsibilities and expectations were the same as last budget season and if any questions arose, this would be the time to address them. Ms. Cavanagh inquired about budget classes and access to the most up to date Budget books available. Ms. Goodwin stated that she has a PDF version

of the Budget Committee book and will email it to the Committee members and will follow up with the Municipal Association website to check for upcoming budget classes for members to attend. Ms. Cavanagh also inquired about the status of an admin for the Committee. Ms. Goodwin stated that the admin position was proposed to be a part-time person from the Town Clerk/Tax Collector's office, however she needs to be certified in the office first before performing other duties and becoming trained for Budget. Documents will currently be stored on the shared Town computers along with paper copies for those members who would prefer paper. Mr. Regan informed the Committee that going forward, the members will receive an Outlook Schedule email, inviting them to the upcoming budget meeting. Members of the Committee are to accept or decline the invitation for attendance purposes. Mr. Regan reminded the Committee that with a membership of seven (7), four (4) must meet in person to make a quorum. If a quorum is not met, a formal meeting cannot occur nor can any topic of voting. Ms. Goodwin and Mr. Regan discussed the legalities of personal emails and the possibility of members of the Budget Committee receiving town email addresses or creating their own separate email accounts for security purposes.

Review Draft Schedule

The Committee discussed and agreed to keep Tuesdays as the scheduled day of meetings each month. The Committee also discussed and agreed to strike the second meeting of the season which included Department Heads for the reason of redundancy. The Department Heads will be attending a later meeting regarding their budgets.

Review Bylaws

Mr. Regan stated that any review of bylaws must be noted on the agenda prior to the next meeting.

Budget Goals for Department Heads

The Committee discussed percentages not to exceed for the budget. Mr. Therriault requested that large increases to line items should come with a comment explaining the reason for the increase. The Committee agreed that anything that has increased or decreased by more than 3% should have an explanation written in the comment section next to the line item for reasoning. Mr. Therriault asked how the Town Administrator to determine how the Select Board would handle the Fire Department and Police Departments budget while still in construction for the new public safety building. Ms. Goodwin stated that the new building is expected to be completed in June of 2024 and the departments will be budgeting for half a year in current locations, and an estimated cost the other half of the year in the new building. Ms. Goodwin and Mr. Brown will both follow up with cost allocations for shared budget lines in the new building for both departments.

Work Session - Information Request for Outside/Heath/Regional Associations

The Committee stated their concerns and questions about the services provided and funded to Bristol residents and how the budget requests are justified. Mr. Regan stated that a two-page request would be beneficial; a letter of request that includes the town's request for supporting documentation along with their most current financial statements, with a deadline for all requests of September 30. Mr. Therriault would like to have the agencies explain their rationale for the requested amount along with Ms. Sodano's request for anticipated numbers for their next fiscal year. Mr. Brown also noted he would like to see a full list of services each agency already provides, and services anticipated to be provided to the Town of

Bristol. The Committee also discussed and agreed to add a line requesting agency representatives are strongly encouraged to attend the October 10th meeting in person or through a Zoom meeting option, if needed. The letter as amended has been attached as an Appendix to the minutes.

Review and Approval of Minutes

Motion to approve February 8, 2023, minutes by Mr. Therriault, second by Ms. Cavanagh. Mr. Therriault noted his name should be listed under present members. The motion passed and the minutes were approved as amended 6-0-0.

Executive Session

Motion to go into Executive Session at 8:22pm pursuant to RSA 91-A:3, II (c) to discuss matters which, if discussed in public, would likely affect adversely the reputation of any person by Mr. Regan, seconded by Mr. Brown. The motion passed by roll call vote 6-0-0. Motion passed.

The Budget Committee returned to public session at 8:28pm.

Motion to appoint Daniel "Buz" Kenney to the open position on the Budget Committee to serve until the next election by Mr. Regan, second by Mr. Waring. Motion passed 6-0-0.

Correspondence

None

Member/Select Board Comments

None

Staff Comments

None

Next Meeting

Tuesday, October 10th at 6pm in Town Office Meeting Room A to speak with non-profit agencies and review their requests.

Adjournment

Motion to adjourn at 8:28pm by Mr. Therriault, seconded by Mr. Regan. Motion passed 6-0-0.

Respectfully Submitted,
Shannon Wharton

Appendix

September 7, 2023

To Whom It May Concern:

Every year local non-profit organizations submit funding requests to the Bristol Select Board and Budget Committee. As the budget season quickly approaches, annual budget requests should be submitted to our office.

Please submit your funding request and all supporting documents by Monday, October 2, 2023. No exceptions will be made. Supporting documents must include the most current financial statements from the organization which will answer the following questions:

- Does your organization have a service area? If so, please describe it.
- Please provide the rationale for how the funding request is calculated.
- How many services are delivered to Bristol residents based upon the last fiscal year? What percentage of your overall services are delivered to Bristol residents? How do you measure that? (For example - number of appointments, number of service hours, cost/value of services rendered.)
- What were your 2022 gross revenues? How much of that was from service fees, federal government support, state government support, municipal government support, and private support?
- Please provide names of any Bristol residents or taxpayers who would strongly advocate for your funding request. (optional)

It is preferred that you include this information with your funding request. If that is not possible, please provide what you can with your funding request and bring the remainder to the Budget Committee meeting.

All funding requests should be emailed to executiveassistant@bristolnh.gov or mailed to Town of Bristol, Attn: Wendy Smith, 5 School Street, Bristol, NH 03222.

Non-profit organizations are asked to present their funding request to the Budget Committee on Tuesday, October 10, 2023, at 6:00 PM. The meeting will be held at the Bristol Town Office Building, 5 School Street, Meeting Room A, Bristol, New Hampshire. Each organization will have the opportunity to present justification for their funding request followed by questions from the Budget Committee.

If a representative is not available in-person to attend the Budget Committee meeting, options for Zoom will be made available. No responses or attendance at the Budget Committee meeting may affect your funding request.

The presentations will be done in the order as follows:

6:00 PM to 7:00 PM

Voices Against Violence

Tri County CAP

Transport Central

PRLAC

Pemi-Baker Hospice and Home Health

Pasquaney Garden Club

NLRA

7:00 PM to 8:00 PM

Lakes Region Visiting Nurses Association

Lakes Region Mental Health

Grafton County Senior Citizen Council

Day Away

CASA

CADY

Bridge House

If you have any questions or concerns, please feel free to contact Wendy Smith, (603) 744-3354, Ext. 128.

Thank you,

Wendy Smith

Executive Finance/HR Assistant