

Bristol Select Board-Budget Work Session  
Meeting Minutes  
October 12, 2023

**Present:** Select Board members: Shaun Lagueux, Scott Sanschagrin, Carroll Brown, Jr., Les Dion-remotely, Rob Glassett-remotely, and Christina Goodwin, Town Administrator

**Absent:** none

**Others Present for Work Session:** Mark Bucklin, Highway Superintendent; Jeff Chartier, Water & Sewer Superintendent; Paul Regan, Budget Chair; Walter Warring, Budget Committee Member

Ms. Goodwin discussed with the Board her concern that there was not enough time for the Board to finish up with budget presentations and their deliberations on the budget before the presentation deadline. She recommended holding a Budget work session on Thursday, October 19, 2023, and moving the Select Board's public meeting to Thursday, October 26, 2023. The Board agreed to the proposed meeting schedule.

**4311-Highway Department:** Mr. Bucklin reviewed items in the Highway Department's proposed 2024 budget. He highlighted any item that increased or decreased more than 3%. He gave rationales for increases with salary, uniforms, new tires needed for the backhoe, cost of gas/diesel, guard rail replacement on Crescent Street and sand and gravel to top dress all gravel roads due to flood damage. Superintendent Bucklin explained decreases in the Budget for on call compensation which more closely represents an average usage from 2022 and 2023, a decrease for cell phone services due to a change in carrier, salt going down slightly-\$82.00 at 600 tons, and no new equipment anticipated.

**4312-Highway Projects:** The Highway Projects budget saw increases due to a proposed fix to Beech Street's failing pipes and water issue, to topcoat Upper Birch, Bear Mountain, and Bristol Hill (match to Capital Improvement Plan) and to chip seal Smith River Road.

**4319-Streets/Bridges:** Superintendent Bucklin stated that this budget line was level funded.

**4324-Solid Waste:** Superintendent Bucklin reviewed the increases in the Solid Waste Disposal proposed budget. He highlighted the following increase and gave rationales for the increases to; construction/demolition disposal, freon removal, an estimated increase of 40% attributed to costs of the vendors that are used for Hazardous Household Waste with final numbers available in late October, approximately \$5.00 a ton for tipping fees, incremental increases for hauling services, disposal of electronics, and an increase to \$40.00 a ton for disposal of clean glass. Meeting and membership training was increased to cover the Transfer Station Lead Attendant certification and workspace with an increase for a replacement dumpster and maintenance/repairs for the skid steer which was not previously provided.

Ms. Goodwin and Superintendent Bucklin informed the Board that a 2023 F550 truck became available at Claremont Ford for \$67,280.00. This vehicle cannot be held and is only available on a first come first served basis. They asked that the Board approve purchase order #004808 and void purchase order #003813 for Grappone Ford in the amount of \$65,837.00 based on the success of obtaining the 2023 F550 from Claremont Ford. Mr. Brown made a motion to approve purchase order #004808 for a 2023 F550 Cab and

Chassis in the amount of \$67,280.00 from Claremont Ford and to allow the Town Administrator to sign all necessary documents connected to the purchase. The motion was seconded by Mr. Sanschagrin. A brief discussion ensued about the color of the vehicle. The Board voted 4-1-0, in favor of the motion. The motion passed.

Mr. Brown made a motion to void purchase order#003813 for the 2024 F550 from Grappone Ford in the amount of \$65,837.00 based on the successful purchase of the F550 from Claremont Ford. The motion was seconded by Mr. Sanschagrin. No further discussion. The Board voted 4-1-0, in favor of the motion. The motion passed.

**4339-Fire Betterment:** Level funded. No increase in this line.

**4324-Sewer Surplus Transfer:** Superintendent Chartier explained that this line is used to balance revenues against expenditures to create a net zero. If this was not done it would give a false bottom line to the Town's Operating Budget creating a potential subsidizing situation. This line will be adjusted once estimated revenues are set and the final budget is created.

**4325-Sewer Capital Projects:** Superintendent Chartier let the Board know that he wished to encumber the paving funds for the treatment plant and that the 2007 Chevy dump truck will be replaced by a one-ton dump truck which will be purchased with Capital Reserve funding, 50/50 fund with Water funds.

**4326-Sewer Operations and 4331-Water Operations:** A review by Superintendent Chartier included the following increases to the Sewer Operation proposed 2024 budget. He explained that Overtime was increased due to payroll being 6 hours per week of weekend station, plus holiday coverage for station checks and required laboratory sample testing. Typically there are 2 major main breaks on average per year and for customer service calls after hours. Cost of Living and Step increases and position reclassification were placed in the budget as place holders until the Board has finalized their budget. Other areas of the budget that saw an increase were telephone, cell phone (due to alarm dialers under this line), sludge disposal, contracted services (billing and software), electricity, heating fuel, chemical pricing continuing to increase, and new equipment (replacement of portable pumps).

**4711-Sewer Principal L/T Debt and 4721-Sewer Interest L/T Debt:** Superintendent Chartier reviewed the debt service principal and long-term bonds and notes with the Board.

**4324-Sewer Surplus:** Superintendent Chartier explained to the Board that this line is used to balance revenues against expenditures to create a net zero. If this was not done it would give a false bottom line to the Town's Operating Budget creating a potential subsidizing situation. This line will be adjusted once estimated revenues are set and the final budget is created.

**4332-Water Capital Projects:** Superintendent Chartier clarified the Outlay line being paving, and Outlay design booster line being SCADA- computer software.

**4415-Health Agencies:** Ms. Goodwin and Ms. Dion discussed with the Board the rationale for increases in the Lakes Region Visiting Nurses Association and Pemi Baker Hospice & Home Health requests. Ms. Goodwin gave a brief overview of numbers in the 33-page document provided by Pemi Baker Hospice & Home Health.

**4652-Outside Agencies:** Ms. Goodwin and Mr. Regan gave a brief overview of organizations requesting the same amount of funding and rationales for Court Appointed Special Advocate and Newfound Region Association request for increases in funding. Day Away closed during COVID and did not reopen until 2024 so there was only \$1.00 in the 2023 budget to keep the line open for them to return, hence the proposed increase in the 2024 budget.

**4197-Regional Associations:** Ms. Goodwin gave a brief overview of numbers and discussed actual numbers for NH Municipal Association Annual Dues not being available until November for towns and cities. NHMA estimates a 3% increase in 2024.

**4723-Interest TAN:** No increase in the proposed budget for TAN interest.

**4153-Legal:** This budget proposal was adjusted slightly based upon 2023 billings.

Ms. Goodwin gave an overview of the budgets being prepared for the next meeting.

**Nonpublic Session Per RSA 91-A:3, II (a), (b), and (c)** Mr. Brown made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a), (b), and (c) the motion was seconded by Mr. Sanschagrín. Roll call vote to enter nonpublic session: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The motion passed 5-0-0. Nonpublic session entered at 7:50pm.

The motion to leave the nonpublic session and return to the public session was made by Ms. Dion. Motion was seconded by Mr. Brown. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 8:10pm.

Mr. Brown made a motion to indefinitely seal the nonpublic meeting minutes from the Board's nonpublic session on October 12, 2023, because it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this Board. The motion was seconded by Mr. Glassett. Roll call vote taken: Mr. Lagueux, yes; Mr. Sanschagrín, yes; Ms. Dion, yes; Mr. Glassett, yes; Mr. Brown, yes. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,  
Deborah Clarke-Tivey