

Budget Committee
Meeting Minutes
11/20/17
(Reconvening of 11/13/17 meeting)

Present: Rob Glassett- Chairman, Janet Cavanagh, David Carr, Bill Cote, John Sellers, Walter Waring, Elizabeth Schneider, JP Morrison- Selectmen's Rep.

Others Present: Finance Officer Bob Blanchette and Town Administrator Nik Coates.

Absent: Ashley Dolloff, Robert Emerson, Scott Sanschagrin, Wayne Anderson - Vice Chairman, Don Milbrand - Alternate Select Board Rep, and Joe Caristi.

Call to Order: Committee Chair Rob Glassett called the meeting to order at 6:30pm, reconvening November 13, 2017 meeting.

Old Business:

- Line01- 4130-342-Bill Cote addressed expenditure question- Executive Computer supply/support. Elizabeth Schneider would like clarifications on corrections regarding this line item. Nik Coates will look up the line item detail and get back to Budget Committee tomorrow. Ms. Schneider questioned the two items incorrectly posted to this account. Mr. Coates will look into it. John Sellers asked if this was anticipated overage for next year. Mr. Coates explained that next year the hope is to have everything contracted so it will be inclusive. The expectation is that there will be one line item, for all departments in general government. Mr. Coates mentioned 10 computers need replacement. Ms. Schneider believes that a number of computers were replaced a few years ago. Ms. Schneider requests a list of which computers will need replacing. Mr. Glassett explained that replacement may be less expensive than repair in some cases. A contract company will come in to evaluate at which point Mr. Coates will supply a list of replacement/repairs.
- Line01- 4153-320 Legal Expense: Mr. Sellers would like to know the anticipation for next year. Mr. Coates explained that there are still ongoing lawsuits with Fairpoint and Hemlock Brook, as well as Northern Pass. Mr. Sellers clarified that the number is still \$70,000 or more. No settlement money is going into this account, as there have been no settlements this year.
- Ms. Schneider questioned the status of the Town Car. Mr. Coates confirmed that the Town Car has been sold for \$575 to a Town employee for personal use. The Expedition will be used as the new Town Car. Ms. Schneider recommends the Expedition be gone through to find issues after sitting for 3 months to get it on the road for the first of the year.
- Mr. Glassett questioned which line item employee mileage reimbursement comes from. Mr. Cote confirmed Line 01-4194-290 is the line for general government travel. Mr. Glassett suggested increasing mileage reimbursements to reduce the cost of the Town Car. Mr. Coates states that he feels the smart thing to do is to put money away in a reserve for a 1-2 year old commuter car that gets good fuel mileage. Ms. Schneider would like to know what the mileage on the previous town car last year was. Mr. Glassett suggests a mileage log be used for the new

Town vehicle. Land Use uses the car the most. Mr. Glassett would like to see the usage under the Land Use budget.

- PD Overtime is self-explanatory, due to the department being short-handed. Mr. Coates confirmed that we are still down officers, however the hope is the positions will be filled by the end of the year. Mr. Sellers questioned \$20,000 in overtime in two months. Ms. Schneider questioned what the least amount of Officers that Bristol has had at one time this year, Mr. Coates answered 6. Mr. Sellers questioned usage of Part Time Officers. Mr. Glassett explained that the part timers have limited availability, Mr. Morrison explained that with the requirements these days, running the Department with part timers isn't feasible. Mr. Glassett questioned the anticipated overtime budget next year, Mr. Coates confirmed \$50,000 has been proposed. Mr. Glassett explained that there needs to be patience with the PD due to the changes over the past year.
- Line 01-4210-14: Witness Fees-Mr. Glassett explained the Witness Fees line is used for off duty officers called to testify at court. The overage is unanticipated.
- Line 01-4210-112-Lt/Prosecutor-Ms. Schneider questioned if this person still handles both jobs. Mr. Coates confirmed.
- Line 01- 4210-891-Grant Related Expenses-Ms. Schneider questioned under revenue, where the equipment's grant line is. Mr. Coates will look into it.
- Line 01-4220-431 Defibrillator Maintenance-Mr. Glassett stated that there is other equipment that falls under this line (not solely defibrillators), for example IV pumps. Mr. Sellers requests a detailed breakdown of what has come out of that line item, and to have the line item broken down next year. Mr. Blanchette will take care of that. The Committee discussed breaking down expenses between the Fire Department and EMS.
- Line 01-4220-433-Radio Repairs and Emergency Lighting. Mr. Glassett states that this is related to the Hemphill site upgrade, Ms. Schneider would like to see the revenue from LRFMS in relation to this. Mr. Blanchette will locate that line item. Mr. Sellers would like more definition to this line item.
- Line 01-4220-666-Ambulance 1: Mr. Glassett commented that this is due to unanticipated repairs. Mr. Sellers questioned nature of the unanticipated repairs. Mr. Glassett believes brakes may have been part of it, however he does not have all of the specifics.
- Line 01-4311-120 & 01- 4311-140-Highway Department Part-Time Operators/Overtime: Mr. Glassett explained that it is unpredictable due to snow.
- Line 01- 4311-660-Highway Department 2009 F550-Mark Bucklin stated unanticipated repairs. Mr. Sellers would like to know what specifically the money was spent on. Ms. Schneider suggests maintenance logs to ensure the town vehicles are properly maintained to reduce unanticipated costs and maintenance.
- Drainage Projects-Mr. Coates stated that there is still another bill to be submitted that isn't shown (as part of paving project).
- Line 01-4711-730-Central Square Project-Mr. Glassett questioned when that would be paid out. Mr. Coates and Mr. Blanchette state they have been paid.
- Line- 01-4903-702-Municipal Design-Mr. Coates anticipates that they hope it will not all be spent. They are anticipating another bill shortly. Mr. Sellers questions the numbers, as they were different in October. Mr. Blanchette explained that there was a duplicate line item removed (Line 01-4901-773).

- Line 01-4902-730-Ms. Schneider suggests that the Hemphill Communication Tower \$10,000 be edited to state “generator” for clarification purposes.
- Line 05-4326-430-Sewer Maintenance and Repairs-Mr. Coates explained this was for storm damage.
- Line 07-4331-652-Hydrant Maintenance-Mr. Sellers asked for clarification of this. Mr. Coates will look into it (there is a separate line for painting, testing etc.)
- Line 12-4652-100-Project Fees-Mr. Coates states that is the Newfound Family Housing Project.
- Mr. Sellers would like clarification on the Police Chief Salary and did accruals come out of the correct line. Mr. Coates was not comfortable discussing a specific employee. Ms. Schneider suggested looking at accrued wages. Line 01-5413-175 is the line for accrued wages (per Mr. Blanchette). Mr. Sellers would like to know if there is a bookkeeping error. Mr. Coates stated that the Police Chiefs accruals were paid out of the accrual line.
- Line 01-3110-100-Property Taxes states that taxes were over collected by over \$700,000. Mr. Blanchette explained that the money received is reflected differently. It is entered as a journal entry. It will level out when December tax bill goes out.
- Mr. Sellers questioned the revenue line 01-3180-100 “Payment In Lieu of Taxes”. Mr. Blanchett states that certain properties are designated.
- Mr. Sellers questioned when Rooms and Meals Tax payment is received. Mr. Blanchette answered December.
- Mr. Sellers asked when Line 01- 3401-255 -Ambulance Member payment was received (due in October), it has since been received per Mr. Blanchette, payment submitted (Town of Hill).
- Line 01-3503-200 Kelley Park rental has been received. Discussion between Committee and Mr. Coates regarding not charging rent to the school district to take liability off of the town, with the possibility of the school district taking over maintenance.
- Line 01-3509-100- Other sources. Mr. Sellers questioned the amount of receipts. Ladder truck repair, short term disability per Mr. Blanchette.
- Line 01-3110-100-Property tax with revenue-\$40,000, Pemi Pathway. Mr. Sellers questioned sources. Mr. Blanchette explained the revenue.
- Mr. Sellers request the new calculation that Chief LaRoche has come up with for charging other towns for 2018. Mr. Coates will contact the Selectmen about this. Mr. Glassett will follow up.

New Business: none

Member Comments: none

Select Board Comments: none

Staff Comments: Mr. Blanchette thanked the committee for the opportunity. The committee should get the new proposed budget worksheet (excel) tonight.

Bill Cote motioned to adjourn, seconded by John Sellers. The Committee voted 8-0 in favor of the motion.

Respectfully submitted,

Megan Hewitt (edited by Wendy Costigan)

