

Budget Committee
May 13, 2019
Meeting Minutes

Present:

Joe Caristi, Les Dion, Walter Waring, Janet Cavanagh, Thomas Kaempfer, and David Carr.

Absent:

Joseph Dillier

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

Call to Order:

Mr. Caristi called the meeting to order at 6:00 PM.

Review and Approval of Minutes:

Motion to approve the minutes of April 22, 2019 by Ms. Dion, seconded by Mr. Waring the vote was **5 in Favor – 0 Opposed, 1 Abstained.**

New Business:

Presentation & Q & A about Bristol's Budget & Reports:

Mr. Blanchette spoke to the committee about the booklet on the Laws of Budget. He told the committee that there is a workshop on this that is usually in November he will let the committee know when the date has been set. He feels it is a good take for the members it will help you to understand the ins and outs more. You will also be getting the budget appropriations and the department head figures and requests along with the Select Boards and as time goes by the expenses. Appropriations and revenues will change as we move ahead. Mr. Blanchette said he will have the budget estimates and actuals for 2018. He went on to say that the MS 737 official state form needs to be posted after the February meeting this is the form that goes to the voters and must be signed by the committee along with the budget report. He also said that the MS 232 form is for the adjustments after town meeting. The board members had no further questions for Mr. Blanchette. Mr. Coates told the members that they would be receiving the expenditure and revenue sheet monthly so that as you deliberate with the department heads you will see the changes. Mr. Caristi asked if we will be using the same format as last year. Last year we agreed that anything over a 3% increase would need an explanation. The department heads thought that was a good approach.

Finalize 2019 – 2020 Schedule:

Mr. Coates said that everything was crunched last year. We took that into account and this year the committee will have more time. He went on to say that December will be tight with holidays and there will be a lot of meetings in January. The committee will have the opportunity to see the departments in a working state in September and October with afternoon meetings with them. There will be no meetings in July and August because of vacations. He said that halfway into November we will get the budget to you. The committee will also have the outside agencies and deliberate their budgets the same night while it is fresh in your minds. There will be no Saturday meeting with the Select board in December this year. The committee will meet with the Select Board on November 25th and it will be like a work session. Mr. Coates went on to say that on December 16th the committee will meet with Ms. Christina Goodwin for Assessing, Land Use, Health Office and Kelley Park so it will be easier for her. Then in February you will

have the warrants and also deliberate them. Then we will have town meeting. Ms. Cavanagh said she likes the way things have been set up. Mr. Caristi likes the way meetings have been set up with the department heads. He also asked the members if the new 6:00 time was good for everyone. Ms. Cavanagh mentioned that the meeting on May 27th is Memorial Day weekend. Mr. Coates suggested to change the meeting to May 20th or June 3rd. The board decided on May 20th for that meeting. Ms. Dion said she thought 3:00 may be a tough time for some of the members to go to the departments and wondered if it could be later. Mr. Waring said it was a good time for him. The members said they will see how it goes.

Set Bylaws:

Mr. Coates said he and town attorney Ms. Fillmore looked at the bylaws from last year to see if anything was problematic. They made some changes such as updating language and clarity to some sections of the bylaws. Mr. Coates went over the changes with the committee and gave out copies for them to look at and discuss at the next meeting. The committee decided to vote tonight. Mr. Carr motioned to approve the changes of the bylaws as amended by Mr. Caristi, seconded by Ms. Cavanagh. The vote was **6 in Favor – 0 Opposed - 0 Abstained.**

Goal Setting: First Conversation:

Mr. Caristi said there are different ways to set goals and be more strategic. Do we want to set it to be monetary or a percentage being the same or up or down. He also said we have a lot going on we need to work on checking them off before starting other projects. This can be a catch up year. He went on to say the select board has decided to complete the projects that are already out there. Mr. Waring said we need to see what is being asked by the department heads. Last year was a difficult year because of all the cuts in the prior year. Ms. Cavanagh feels this is going to be a tough budget. Mr. Caristi feels that we can't be too rigid coming out of the gate. Mr. Carr would like to see no increase in the budget. Ms. Dion said there are unforeseen things that come up maybe we could look to set it at 1 to 3%. Mr. Caristi would like to keep the budget relatively consistent we should give them guidelines to go by. Mr. Coates told the committee that they could think about it and make the decision next week. He also asked them to think about what their priorities are. Mr. Caristi went on to say that we need to give the department heads information up front.

Correspondence:

There was no correspondence.

Old Business:

There was no old business.

Member Comments:

There were no member comments.

Select Board Comments:

There were no select board comments.

Staff Comments:

There were no staff comments.

Adjournment:

Ms. Cavanagh motioned to adjourn at 7:00 PM, seconded by Mr. Kaempfer, the motion passed with all in favor.

The next meeting of the Budget Committee will be June 10, 2019 at 6:00 P.M.

Respectfully submitted,

Kathleen Vogan