

Budget Committee
November 15, 2022
Meeting Minutes

Present:

Chair Paul Regan, Walter Waring, Janet Cavanagh, Sue Sodano, and Select Board Representative Carroll Brown, Jr.

Absent:

Vice Chair Rob Glassett, Charlie Therriault

Others Present:

Christina Goodwin, Interim Deputy Town Administrator; Les Dion, TTCC Director of Recreation; Shaun Lagueux, Select Board Chair; Kevin Kelly, Chief Executive Officer/President of Lakes Region Visiting Nurse Association; Tanaya Call, Nursing Services Director LRVNA

Call to Order:

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

Non-Profits Presentation/Budget Proposals

01-4415-350 Lakes Region Visiting Nurses - \$33,400

Mr. Kelly stated that LRVNA offers care, free, and subsidized care, with numbers that have doubled since merging with NANA. 266 Bristol patients have utilized services. LRVNA employees 94 employees, 16 previously employed with NANA; NANA's bookkeeper, two nurses, and an LNA chose to be employed part time with LRVNA. Mr. Waring inquired about services offered prior to the merge. Mr. Kelly stated that COVID regulations and doctors' orders limited certain services. Mr. Regan asked if LRVNA merged with any other companies which has increased the number of employees. Mr. Kelly stated NANA was the only merger. Combined finances of both NANA and LRVNA has provided 1.2 million in free and subsidized care. Mr. Kelly thanked the committee for the town's past contributions and stated any continuing funding for 2023 would be appreciated. The committee thanked Mr. Kelly for his time and appreciated the clarification.

Motion to move the bottom line of #4411 Welfare Admin in the amount of \$11,983 by Mr. Waring, second by Ms. Cavanagh. Line #560 increased for membership and workshops that inform on additional resources and changes in legislation. Motion passed, 4-0-1.

Motion to move the bottom line of #4445 Welfare Services in the amount of \$28,900 by Mr. Regan, second by Mr. Waring. Ms. Heidenreich stated the budget is level funded. Rent and electricity will be utilized the most due to economic needs along with Tri County CAP's electric funding. Motion passed, 4-0-1.

Motion to move the bottom line of #4520 TTCC in the amount of \$115,203. Ms. Dion stated the budget increased. COVID funding helped increase staff wages and the need to continue the appropriate wages to sustain employees. The TTCC employs 29 summer staff and 20 staff year-round, including three full-time employees. Motion passed, 5-0-0.

Motion to move the bottom line of #4522 Kelley Park in the amount of \$39,898 by Mr. Regan, second by Mr. Waring. Ms. Dion stated that line #120 seasonal position did not get filled this year. She plans to

advertise for this position in February and fill it. Funds will be encumbered for Eagle Pond Studios redesign of pavilion. Motion passed, 5-0-0.

Motion to move the bottom line of #4583 Patriotic in the amount of \$28,100 by Mr. Regan, second by Mrs. Sodano. Discussion followed to increase line #120 Special Events Coordinator Contract. Motion to amend line #120 Special Events Coordinator Contract from \$8,500 to \$10,000 by Mrs. Cavanagh, second by Mr. Waring. Motion passed, 3-0-2. Ms. Goodwin discussed line #890 Patriotic Purposes funds the purchase and replacement of flags for events and cemeteries. Motion to move the amended bottom line of #4583 Patriotic in the amount of \$29,600. Motion passed, 3-0-2.

Motion to move the bottom line of #4611 Conservation Commission in the amount of \$1,850 by Mr. Regan, second by Mr. Waring. Ms. Goodwin stated there is a 3% increase on the wages line. Line #120 Land Use Manager was not budgeted a full year and the position is now filled and budgeted for a full year. Line #312 Contracted Services budget may reflect an increase as all bills have not been received yet and are awaiting payments once billed. Motion passed, 5-0-0.

Motion to move the bottom line of #4612 Historic District Commission in the amount of \$1,800 by Mr. Regan, second by Mrs. Cavanagh. Ms. Goodwin stated that the only budget increase is for National Historic Registry signs for the old town hall and library. The committee and Ms. Goodwin discussed supplies and postage budget lines. Ms. Goodwin believes the budgeting was a coding error and will clarify budget line numbers for the next meeting. \$100 is budgeted for advertising as cases before the Commission vary and some require a certificate of approval. Motion passed to move discussion of this budget to the next meeting, 5-0-0.

Motion to move the bottom line of #4152 Property Reappraisal in the amount of \$148,791 by Mr. Regan, second by Mr. Waring. Ms. Goodwin stated that salaries have increased to reflect budgeting for a full year. All other lines are level funded. Motion passed, 5-0-0.

Motion to move the bottom line of #4191 Planning Board in the amount of \$9,300 by Mr. Regan, second by Mrs. Sodano. Ms. Goodwin stated two increases were Advertising and Postage, both offset by revenues. Any mail outgoing must be sent by certified mail. Ms. Goodwin also stated that once the Community Survey results are received, this will assist in the update of the Master Plan which needs to be done every seven years. Motion passed, 5-0-0.

Motion to move the bottom line of #4192 Zoning Board in the amount of \$1,800 by Mr. Regan, second by Mrs. Sodano. Advertising/Printing and Postage was previously under budgeted and is now adjusted and is offset by revenues. The budget may increase as the board has multiple cases. Motion passed, 5-0-0.

Motion to move the bottom line of #4193 Tax Map in the amount of \$8,550 by Mr. Regan, second by Mrs. Cavanagh. Ms. Goodwin states this covers annual map revisions, annual maintenance contract, web GIS Hosting along with GIS editing. Motion passed, 5-0-0.

Motion to move the bottom line of #4411 Land Use/Health Office in the amount of \$121,834 by Mr. Regan, second by Mrs. Sodano. Ms. Goodwin stated line #120 Land Use Manager/Health Officer position is filled and budgeted for a full year. The position increased from 29 hours to 35 hours at the same rate of pay. Motion passed 4-0-1.

Motion to move the bottom line of #4414 Animal Welfare in the amount of \$400 by Mr. Regan, second by Mrs. Cavanagh. Ms. Goodwin stated this is budgeted for Enfield Human Society fees for boarding animals. Motion to amend line #390 Animal Kennel Contract from \$400 to \$200 by Mrs. Cavanagh, second by Mrs. Sodano. Motion passed, 4-0-1. Motion to move the amended bottom line of #4414 Animal Welfare in the amount of \$200. Motion passed, 4-0-1.

Old Business:

Motion to approve October 25th, 2022, minutes by Mr. Regan, second by Mr. Waring. Motion passed, 5-0-0.

Correspondence:

Mr. Regan shared Mrs. Cavanagh's correspondence regarding Energy Solar Credit. Discussion continued regarding the possibility of a solar project becoming a Warrant Article.

The committee discussed and agreed to table the following agenda items until the next meeting: CIP presentation, discussion of Outside Agencies, Budget Goals and Properties. Mr. Regan stated Mr. Therriault had asked to discuss Budget Goals and Properties but was absent from the meeting. Mr. Regan relayed Mr. Therriault's recommendation to set goals for the budget to arrive at. The operating budget has a 7.8% increase and a goal to set might be to decrease it to 5%. Discussion followed each committee member's thoughts and comments on setting goals.

Member Comments:

Mrs. Cavanagh informed the committee that she will be available to participate in meetings via Zoom only in the month of February.

Select Board Comments:

None

Staff Comments:

None

Adjournment:

Motion to adjourn meeting at 9:30pm by Mr. Brown, seconded by Mr. Regan. Motion passed, 5-0-0.

Next Meeting

November 29th, 2022, at 6:00pm. Town Office Meeting Room A

Discussion on: Overall budget goals, Police Department, Fire Department, Forestry, Emergency Management, Historic District Commission, CIP Committee recommendation

Respectfully Submitted,
Shannon Wharton