

**MINUTES**  
**BRISTOL SELECT BOARD**  
**Thursday, December 5, 2013**

**PRESENT:** Select Board Members: Don Milbrand, Joe Denning, Shaun Lagueux, Betsy Schneider, Janet Cote, Town Administrator, Michael Capone, Fire Chief, Steve Yannuzzi, Police Chief, Michael Lewis, Les Dion, Dorcas Gordon and Krystal Alpers.

Mr. Milbrand opened the meeting of the Bristol Select Board at 6:03 PM.

**Work Session**

Fire Chief Steve Yannuzzi was present to review his suggested budget reductions with the Board. Chief Yannuzzi prefaced his remarks by expressing his overall concern with making any reductions to the proposed Fire Department Operating Budget.

Chief Yannuzzi reviewed his proposed reductions with the Board. They included:

A reduction of \$2,000 in line 810, Fire Equipment which will result in the delay of purchasing replacement hose;

A reduction of \$4,000 in line 814, Protective Clothing, which will delay the replacement of two new sets of fire gear;

A reduction of \$1,000 in line 345, Computer Expense, as he was able to get the equipment he needs this year;

A reduction of \$1,640 in line 350, Medical Expense, by just doing maintenance physicals this year and taking advantage of some immunization programs offered by insurance companies;

A reduction of \$300 in line 390, Fire Alarm System, to cover current expense;

A reduction of \$300 in line 430, Equipment Maintenance, will try to get by with less maintenance;

A reduction of \$1000 in line 561, Fire Codes and Standards, will skip this year's updates;

A reduction of \$200 in line 565, Public Education, will not provide any this year;

A reduction of \$200 in line 610, Supplies, will try to cut back and get by with less.

The Chief's proposed reductions would result in an additional savings of \$10,640 to the Fire Department Operating Budget for 2014.

The Chief took some questions from the Board with regard to some of the current expenses.

Chief Yannuzzi also suggested that a different process be adopted in future years where the Board provides direction upfront to the Department with regard to what they want to see for budgets prior to the Department preparing them.

The Board thanked the Chief for his efforts.

Police Chief, Michael Lewis was present to discuss some proposed reductions with the Board. He, like Chief Yannuzzi, expressed concern with regard to reducing expenses to the point where we could run into problems if we had one or two costly events occur.

Chief Lewis noted that, in an effort to help the Town be able to have funds available for other equipment purchases, he will not replace a cruiser in 2014. He also noted that this would be a risk given that we already run up the mileage on our cruisers by keeping them longer than we should, but was willing to try to do his part to help out the other departments who have had purchases delayed.

Chief Lewis reviewed his proposed reductions with the Board. They included:

A reduction of \$16,800 in line 140, Overtime, as has been the case every year, the Chief will try to manage this line, but noted that it has historically been underfunded compared to other departments;

A reduction of \$2,000 in line 143, Witness Fees, given the more efficient level of prosecution currently provided, the cost associated with witness fees was trending downward;

A reduction of \$4,000 in line 635, Gas/Oil, will be cutting it close if fuel prices rise;

A reduction of \$5,000 in line 810, New Equipment, will mean that one of the cruisers will not get a video surveillance unit.

The proposed reductions would total \$27,800.

The Board asked the Chief if the Motorcycle would remain in the new equipment line. He replied in the affirmative.

The Board also asked about dispatch and whether it might be possible to get a presentation from Franklin with regard to the service they provide. The Chief will look into the matter.

The Chief suggested that one option for the Board to consider would be to reduce the paving line to the \$200,000 level it has been at for the past three years and review expenses with the departments in late summer to see if there may be funds available to supplement the paving budget at that time.

The Board thanked the Chief for his efforts.

Les Dion, Dorcas Gordon and Krystal Alpers were present to discuss the playground project and the request for \$30,000 in funds from the Town.

Ms. Gordon informed the Board that she had just been notified that the Town had been awarded the KaBOOM Grant. This is a combination of cash and equipment credits totaling \$15,000. The grant must be executed prior to the end of 2014.

Ms. Gordon mentioned that she felt the funds could be in a warrant article to be put before the voters in March. She felt there would be strong support for the project.

Ms. Cote felt that it was important for the voters to decide amongst the various projects considered by the Town.

There was discussion with regard to possibly using some of the Trust funds to help with the project.

Ms. Dion noted that the committee estimated that the project costs would total around \$70,000 with \$50,000 going towards equipment and \$20,000 toward materials and other expenses. She also mentioned that they would be encumbering \$13,500 for the 2013 budget for the purchase of wood chips and equipment.

Ms. Dion also mentioned that for the past few years there had been a minimum of \$5,000 in the Kelley Park Master Plan line (4522-820) for the purchase of Capital items.

Ms. Schneider felt that the committee could raise more through donations and grants. She asked about the other grants that were being pursued.

Ms. Alpers noted that among the other grants the group had or would be applying for were to Rite-Aid, Walmart, the NH Charitable Foundation, Hannaford and the Franklin Savings Bank.

Ms. Gordon mentioned that the committee would be holding a Design Day on January 11, 2014 from 11-1 at the Library.

The Board thanked Ms. Gordon, Ms. Alpers and Ms. Dion for coming to the meeting and for their efforts on behalf of the community.

Chairman Milbrand asked if the Board wished to discuss the budget further at this time. There was a consensus from the Board that they wanted to review the additional information they received this evening and hold another work session to finish up their budget.

The Board agreed to hold another Budget Work Session on Thursday, December 12 at 5:30 to finalize the Select Board Budget for presentation to the Budget Committee on December 16.

### **Minutes of 11/21/13**

Mr. Denning made a motion to accept the minutes as presented. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

### **Manifest 12/5/13**

Mr. Lagueux made a motion to accept the manifest of 12/5/13. The motion was seconded by Mr. Denning. Ms. Cote asked about the additional cost for the spring repair on the Highway truck. The Town Administrator noted that the additional problems were noted during repair and completed by the vendor. Ms. Schneider expressed concern with the price and asked for more detail. Mr. Capone will research the matter further.

Mr. Capone asked the Board if, in the future, they wanted him to delay repairs to equipment to consult with the Board on additional repairs to vehicles. Ms. Schneider asked that the Board be made aware of the additional repairs when they occur.

Ms. Schneider and Ms. Cote asked about two purchase orders that were over one thousand dollars that did not have a PO's attached. Mr. Capone will research the matter.

With no further discussion, the Board voted 5-0 to approve the manifest.

### **Town Administrator's Report**

Mr. Capone mentioned that he and Ms. Simpson had been looking into locations for the upcoming January 21 primary for the open Executive Council Seat. Ms. Simpson had spoken with Superintendent Buckley about the use of school facilities. There were conflicts with the dates, which eliminated the High School from consideration. The Superintendent had concerns with using the Middle School citing parking limitations and electrical and phone limitations within the building.

Mr. Capone and Ms. Simpson visited the Fire Station, but felt there was not sufficient space in the meeting room and had additional concerns with parking should there be a call during voting hours. They also discussed the Baptist Church, but there were parking and access concerns there as well.

Mr. Capone mentioned that the basement of St. Timothy's Church was still an option.

Ms. Schneider asked if the Town Administrator could arrange a meeting with the Superintendent to discuss the use of the Middle School further. Mr. Denning noted that we did not have time right now for that discussion in that we needed to notice a polling place for the primary. He suggested St. Timothy's be used for now until further options could be developed.

Mr. Capone circulated proposed 2014 meeting schedule for the Board to review and consider at their December 19<sup>th</sup> meeting.

Mr. Capone presented a proposed revision to the personnel policy, previously discussed by the Board. He asked if the Board wished to consider the matter further or was prepared to vote to approve the revised policy. Mr. Lagueux made a motion to accept and approve the revised policy. The motion was seconded by Ms. Schneider. Ms. Cote noted that the word "be" should be added to the second sentence in article 14 on page 30 so that the sentence will read "However the employee will be responsible for 100% of the eligible health insurance plan cost which must be paid through payroll deductions unless another arrangement has been approved by the Select Board".

With no further discussion the Board voted 5-0 in favor of the motion with the one grammatical correction to be included.

With no further public business to come before the Board, at 7:47 PM, Mr. Denning made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Respectfully Submitted:

Michael Capone

---

Don Milbrand, Select Board

---

Joe Denning, Select Board

---

Betsy Schneider, Select Board

---

Janet Cote, Select Board

---

Shaun Lagueux, Select Board