

Minutes

Bristol Select Board

December 4, 2014

Present: Select Board members: Rick Alpers, Shaun Lagueux, Janet Cote, Betsy Schneider, and Town Administrator Michael Capone.

Chairman Alpers called the meeting to order at 6:02PM.

Mr. Lagueux made a motion to approve the minutes from November 18, 2014 seconded by Ms. Schneider. With no further discussion, the Board voted 4-0 in favor of approving the minutes.

Consent agenda: Ms. Schneider made a motion to approve the consent agenda dated December 4th to include the items named therein, seconded by Mrs. Cote. The Board voted 4-0 in favor of approving the consent agenda.

New Business:

Citizens United Constitutional Amendment:

Max Stamp updated the Board on the status of the Amendment. Mr. Stamp explained that the Bill is tied up in the NH Senate and he has approached Senator Jeanne Forrester to ask about the hold up on the Bill. Mr. Stamp expressed his concern that the Select Board needs to honor its obligation to the petition that was passed at Town Meeting in March. Mr. Stamp stated that he emailed each Select Board member to get something on record regarding the Board's stance on this issue. Mr. Stamp requested that the Board formally send a letter to Senator Forrester. Mr. Alpers commented that the Board has to respond because the legislative body has voted to approve the Warrant Article and a response needs to be completed by January 21, 2015. Mr. Alpers directed Town Administrator Capone to send the Board a drafted letter, based on the Warrant Article, for the Board to sign and to address the letter to all of the NH Senate and House members. Mr. Lagueux, Mrs. Cote, and Ms. Schneider all individually expressed that the Board will act according to the charge of the legislative body and act on the Warrant Article.

Skating Rink:

Dorcas Gordon updated the Board on the work of the ice skating rink committee. The committee met and discussed locations of a rink and the purchasing options of the rink. Ray Reimold found a used rink for sale from the Town of Grafton for \$300. The price for a used rink is approximately \$10,000. The rink from Grafton includes the boards and not the liner or bolts. Two potential locations were discussed. The committee decided the best location would be at Kelley Park on town property adjacent to the parking lot at the tennis court. This area has good water access. Ms. Gordon requested that the Town give its blessing on the project so it can move forward. The committee is looking for approval on the purchase of the boards, liner, and bolts using the existing Kelley Park Capital Improvements fund, permission to use the park as the rink location, allow temporary storage of the boards on the tennis court until

assembled, town storage of the rink in the off season, assistance from the Water and Fire Departments, and permission to raise money for maintenance of the rink through sponsorship from local businesses. Mrs. Cote asked if there were other locations with better lighting. Ms. Schneider talked with Scott Doucette about using the basketball court at the Middle School for the rink. This area is well lighted but it is too sloped to work well for the rink. Mrs. Cote suggested using an amber light at the Kelley Park location. Mr. Alpers commented that for now daylight skating hours could be posted. Mr. Lagueux suggested possibly renting a generator for lighting on certain nights.

- Mr. Lagueux made a motion to approve the expenditure for the skating rink out of the Kelley Park Capital Improvements budget line, not to exceed \$5,000, and to allow for the affirmative answer to the remaining questions that Ms. Gordon presented, seconded by Ms. Schneider.
- Discussion on motion: Mr. Lagueux asked if the Water and Fire Departments could assist. Chief Yannuzzi replied that there is a hydrant in the Kelley Park location to flood the rink. Ms. Schneider asked if the hydrant is winterized. Chief Yannuzzi replied that it is treated with antifreeze but that shouldn't be a problem. It will take several floodings to freeze the surface in layers. Mr. Lagueux asked about facilitating the business sponsorship of the rink. Mr. Alpers commented that once money starts to come in the money will go into the existing trust fund, not the general fund, and then be expended with the Select Board as agents to expend. Mrs. Cote asked about the type and rates of sponsorship. Ms. Gordon replied that there will most likely be decals on the rink boards from the businesses and the rates will depend on the different levels of sponsorship. Ms. Schneider commented that off season storage could possibly be at the Transfer Station and stored under a tarp. Ms. Gordon asked if the Select Board has the authority to expend the funds without a warrant article. Mr. Capone replied that he has had a conversation with Betty Seeler and the Board does have the ability to expend the funds. The Select Board as agents to expend status was set when the funds were set up. Mrs. Cote asked if a spot that is paved would be more suitable. Mr. Alpers replied that to use the Middle School lot permission would need to be granted by the School Board. Ms. Schneider commented that the School District could sell the property in the future. Mr. Alpers commented that if the Kelley Park spot doesn't work another spot in town could be used.
- The Board voted 4-0 in favor of the motion.

Decorating Committee:

Mr. Alpers received an email from Wendy Costigan requesting that her son, Michael Costigan, be considered for appointment to the Decoration Committee. Michael currently volunteers for the Town delivering the Town Crier on Friday mornings. Mr. Lagueux made a motion to appoint both Wendy and Michael Costigan to the Decorating Committee, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

2015 Budget:

Mr. Alpers stated that when the Board last met, the Town Administrator and the Department Heads were to meet the goal of a 1.7% budget increase. Mr. Capone stated that the current spreadsheet shows

the lines that deductions were taken from. The 1.7% increase equates to \$80,144 increase against the previous year budget total. Mr. Alpers asked if all Departments were visited. Mr. Capone replied that all departments were looked at. Mr. Capone needs to speak with Raymah again to look at 3 items that amount to \$1,500. The Insurance Property Liability is \$3,795 less than the original estimate after receiving the Town contribution amount. Mr. Lagueux asked about the Merit raises and 27th pay period amounts for the Water/Sewer Departments. Mr. Capone replied that those numbers were backed out of the operating budget and put in the Water/Sewer Department budget where there is offsetting revenue from the Enterprise Fund. Ms. Schneider asked Police Chief Lewis about the amount budgeted in the Certified Special Police line. There is one more pay period left and still \$3,000 in the current budget and the 2015 budget has increased by \$1,600. Chief Lewis replied that the Police Department is sending someone to the Police Academy which costs \$4,000. The person was scheduled to go this year but special permission was granted to send the person in 2015 instead. This helped hold the 2014 budget line. Ms. Schneider commented on the elimination of the TAN Interest money and the possibility of looking at the Insurance Deductible and keeping money in the TAN interest line. Mr. Alpers replied that the Town is now in a cycle of not having to borrow. Mr. Capone commented that the Select Board has the authority to do budget transfers between lines if money is need for TAN interest. Ms. Schneider asked about the Public Assistance Rent. Mr. Capone commented that the number has been high and the trend has been a figure over \$30,000. Mr. Capone worked with Kelly Lacasse on this figure and the trend is down significantly this year due to more strenuous control on the application process. The amount budgeted is a best educated guess relying on the averages and trends. Mrs. Cote asked Chief Yannuzzi about part time shift coverage and the cost effectiveness of hiring a permanent part time employee instead of using call. Chief Yannuzzi replied that the issue is people's availability and not what is being paid. Bristol is still paying more than other area departments. The call staff has gotten thinner as far as staffing the shifts. If a person is added to cover the two Kelly shifts, which is 48 hours of coverage, it would cost about \$50,000 per year. Overtime will go down but not by \$50,000. A part time person with no benefits would just work the Wednesday or the Saturday.

- Mr. Lagueux made a motion to approve the budget as presented, seconded by Mrs. Cote. The Board vote 4-0 in favor of the motion. The motion carries.

Health Insurance:

Kelly Lacasse has looked at health insurance options for the Town. The current Anthem plan will only increase by 0.6%. Health Trust has the possibility of providing a \$30,000 return of premium to the Town. Harvard Pilgrim is offering an almost identical plan and the Town will save approximately \$29,344.10 for the period from July 1, 2015 to June 30, 2016 if it switches on July 1st. Mr. Alpers commented that he would recommend the Town go with Harvard Pilgrim effective July 1st. The only problem that Ms. Lacasse sees is the issue of deductibles and switching mid-year. Employees who have already hit their deductibles with the current plan would have to pay deductibles again with the new plan. Interlocal Trust has said that some of those deductibles could be waived. Ms. Lacasse would like to notify employees of the health insurance decision by the end of the year. Mr. Capone commented that the premium numbers for Harvard Pilgrim could be further reduced when the actual numbers are reported next week. Chief Yannuzzi asked if the savings will be passed onto employees and how long

the contract period is. Mr. Alpers replied that the premiums will go down 8% and the contract is from July 1, 2015 through June 30,2016. Mrs. Cote asked if the primary care providers will have to be changed. Mr. Alpers replied that the Town has had Harvard Pilgrim before so there shouldn't be a problem and most major hospitals and doctor offices accept Harvard Pilgrim. A decision on the health insurance will be made by the Board on December 18th.

Town Administrator's Report:

The 2015 Select Board meeting schedule will be resent and will be discussed on December 18th.

A formal announcement was made this morning that Bristol was awarded a \$30,000 LCHIP grant to complete work on the Old Town Hall. The work that will primarily be done is painting the building. The Town will get bids for the painting in the spring. Mr. Capone thanked Sandra Heaney for all her help, she was instrumental in writing the grant. The ramp at the Old Town Hall has been added to the side of the building. Mark Chevalier volunteered his time to construct the ramp along with the assistance of the highway department crew. The cost of the lumber came to just under \$600. Sandra Heaney has volunteered to reglaze all the windows. There is some money left in the line, so Ms. Heaney will be reimbursed for the materials needed to work on the windows.

The warranty on the sidewalk tractor is a 90 day warranty effective on December 1st. The Board should consider entering into a contract for extended warranty coverage that will be effective on February 1st. Ms. Schneider asked if there are any deductibles on the warranty. Mr. Capone replied that it looks like everything is covered in the premier level of coverage. This includes travel time and mileage.

The renewable energy credit contract with Knollwood Energy is ready to be signed. The pricing on the contract has been changed to 93% reimbursement to the Town and 7% to Knollwood Energy. The agreement will run through the end of December 2015. The RECs are only available for sale for a certain period of time. Some RECs won't be able to be sold after the end of December 2014.

- Mr. Lagueux made a motion to approve the contract to Knollwood Energy, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion. The motion carries.

Select Board Items:

Mr. Alpers congratulated the Decorating committee on the tree lighting event held in the square. Everything looks great. Mr. Alpers thanked the Highway department for getting the tree set up and the Police department for help with traffic the night of the tree lighting. Mr. Capone commented that the holiday banners were paid with some Town funding and through private donations. The wreaths came from the Historical Society. Mr. Alpers requested that Thank You notes be sent to everyone who donated time and material, including the donated trees. Ms. Schneider requested, on behalf of Lucille Keegan and the Decorating committee, at least \$1,800 for summer banners and some money for new lights for the tree. The lights are old and there has been trouble with them staying lit. Mr. Capone commented that at least \$2,000 would be needed for good quality banners. Mr. Alpers suggested that \$2,500 be found in the 2014 budget to encumber for the banners and new tree lights. Ms. Schneider

commented that a resident brought a complaint to her about the icy walkway going into the Police station. Ms. Schneider asked who is responsible for cleaning the walkway. Mr. Capone replied that the issue is timing. If the part time maintenance employee is on duty then he does the work. On days that he is not available, the Town Administrator has taken care of the walkways at the Town Offices. Mr. Capone will speak with Mark Bucklin about having the highway department crew who are clearing the sidewalks stop to clear the Police department walkway. Ms. Schneider asked Chief Lewis is he has the numbers together for purchasing one cruiser and for leasing one cruiser. Chief Lewis replied that he has the numbers. Ms. Schneider asked to meet with Chief Lewis to discuss this matter further. The Chief agreed to meet with Ms. Schneider at her convenience. Mr. Alpers commented that the Economic Development Task Force meeting went well. The committee is working on welcome packets and discussions are progressing. Mr. Capone commented that information regarding USDA grant and loan programs will be made available to the public on the Town web site. These loans are especially important to homeowners. The low interest loans help with energy improvements.

Public Comment: None

With no further public business to come before the Board, at 7:49 PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3 (a) and (d), seconded by Mrs. Cote. A roll call vote was held. The motion carried by a vote of 4-0.

At 9:04PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Mrs. Cote. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

Rick Alpers, Chairman

Shaun Lagueux, Select Board

Janet Cote, Select Board

Betsy Schneider, Select Board