

## **Minutes**

### **Bristol Select Board**

**February 12, 2015**

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

Mr. Lagueux made a motion to approve the public and non-public minutes from January 29, 2015 seconded by Mrs. Cote. With no further discussion, the Board voted 4-0 in favor of approving the minutes.

Consent agenda: Mrs. Cote made a motion to approve the consent agenda dated February 12th to include the items named therein, seconded by Ms. Schneider. The Board voted 4-0 in favor of approving the consent agenda.

#### **2015 Budget Update:**

Mr. Capone sent a revised 2015 budget to the Board that included final 2014 expenses to date. A revised revenue report and the warrant were given to the Board also. Mr. Alpers asked about the impact of all the snow on the Highway Department budget. Mr. Capone commented that the numbers are not too bad at the moment and that he is working closely with Mark Bucklin. Overtime is at 19% spent at this point but that number will flatten out. If needed, a recommendation can be made at Town Meeting for any adjustments in this budget.

#### **2015 Warrant:**

Mr. Alpers informed that Board that the petitioned warrant article for the repairs to the Old Fire Station needs to be voted on regarding a recommendation. Janet Cote made a motion to recommend the petitioned warrant article, seconded by Betsy Schneider. Mrs. Cote commented that the Board discussed this project early on and is surprised that it is a petition article and not a Select Board article. Mr. Alpers commented that he just remembers hearing a general comment about this project but does agree that the building needs help. Mrs. Cote commented that the Town should maintain what it owns. Ms. Schneider commented that the \$22,000 included lead paint removal. The Board vote 4-0 to recommend the petition warrant article.

Ms. Schneider commented that it was brought up during the Budget Committee deliberations that the money for the Contingency Fund article should come out of the fund balance. Mr. Alpers commented that he had brought this idea up but got a warm reception from the Board. This can be amended on the floor of Town Meeting. Mr. Capone commented that DRA confirmed that this article can be amended at Town Meeting to come from the fund balance. Mr. Lagueux commented that the Town needs to be careful about raiding that balance so that there is money for projects or for use in setting the tax rate. Mr. Alpers commented that the Town has been better about meeting the DRA recommendation for the fund balance amount.

Ms. Schneider commented that trade in values are not being discussed in the warrant articles. The older Town vehicles are being traded to offset the price of the new vehicles. Mr. Alpers commented that the Department Heads and the Select Board can explain at Town Meeting that the trade in values were used to arrive at the warrant article amount and how it's financed. Mr. Capone clarified that the trade in values are treated as supplemental revenues but they can't be forecasted. Mr. Alpers commented that they are not revenue as the Town is not getting cash in hand but that the trade in is just lowering the total price of the vehicle and lowering the principal. Ms. Schneider commented that she received clarification from legal staff attorney Margaret M. Burns. Ms. Burns informed Ms. Schneider that the article needs to include the money needed to be raised through taxation, the trade in value, and the total cost of the new vehicle. Ms. Schneider commented that the book value can be used as the dealership can determine value based on the current status of the vehicle. Mr. Alpers commented that if the article states the trade in value that would not allow the Town to sell the vehicle on the open market. The Town attorney has never told the Board to do vehicle warrant articles this way. Mrs. Cote commented that proper wording for the articles needs to list the total appropriation with other sources of in kind revenues. Mr. Alpers commented that he is comfortable with the way the articles are written as DRA and Town Counsel has approved them.

Ms. Schneider commented that the grant money for the camera in the police cruiser needs to be added into the warrant article. Mr. Alpers commented that the grant for the camera is not part of the purchase of the cruiser. Mr. Capone commented that the grant money is accounted for in the operating budget for a total of \$5,000, \$2,500 in the Equipment line and \$2,500 in the grant line. Mr. Alpers commented that clarification will be needed for Town Meeting regarding this.

#### **Beach Staffing:**

Mr. Capone informed the Board that the maintenance person will do some work at the beaches too. Advertising for this position will be done in March and April so that the person will be in place before the summer. Mr. Lagueux thanked Mr. Capone and Kelly Lacasse for all their work in coordinating the beach staff this past summer. Mrs. Cote asked if Kelley Park maintenance work is included with this position. Mr. Capone replied that the possibility of sub-contracting this work is being looked at. The hourly maintenance position could be used for this work though. The work at Kelley Park includes mowing, trimming, general clean up, emptying trash, and flower bed maintenance. The fertilization cost comes out of the Kelley Park maintenance line.

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

Voting takes place on Tuesday March 10<sup>th</sup> at the Trinity Parish from 8am to 7pm. The second session of Town Meeting is on Saturday March 14<sup>th</sup> at the High School auditorium starting at 9am.

The Board need to readopt the investment policy every year. The policy has not been changed this year. A soft copy will be sent to Board members to review for the next meeting.

A letter was received from Max Stamp. The letter is a nomination form to reappoint Mr. Stamp to the Pemigewasset River Local Advisory Committee. As the Advisory Committee is overseen by DES, the Board is required to sign the reappointment paper. Shaun Lagueux moved to reappoint Max Stamp to the Pemigewasset River Local Advisory Committee, seconded by Janet Cote. The Board voted 4-0 in favor of the motion.

Status report on downtown parking: There are seven municipal parking spaces adjacent to TD Bank. Some people are parking incorrectly at the bank and SAU offices. There is a notice on the Town web site explaining where the seven municipal spaces are located. These spaces are not permanent parking but are to be used for municipal parking during the day or for emergency snow removal parking.

The volunteer ice rink committee is planning a Frozen Family Fun day on February 28<sup>th</sup> from 2-5pm. They would like to hold a 50/50 raffle. Presently non-profit groups can hold raffles, but the ice rink committee is not a non-profit. Mr. Alpers commented that the Town owns the rink so the raffle means that essentially the Town is fundraising for itself. Mr. Alpers recommends that the rink committee run the raffle through the TTCC which is a non-profit. Any funds raised can be placed in the Kelley Park expendable Trust. Mrs. Cote also encourages the committee to handle the raffle this way. Mr. Capone commented that the permitting process for raffles needs to run through the Board. Shaun Lagueux moved to authorize the Town Administrator to sign and waive the fee on the ice rink raffle permit, seconded by Janet Cote. The Board voted 4-0 in favor of the motion. The ice rink committee also asked about the possibility of having ads displayed on the rink boards. A donor has requested to display an ad. Mr. Lagueux commented that the Town should have a policy set for this, but does not at this time. Mr. Alpers commented that he thinks this can be done but that he agrees that a policy should be in place by next winter. Mrs. Cote suggested looking at other towns for their policies regarding this. Mr. Alpers suggested that the Town Administrator look on the list serve for policies. Ms. Schneider commented that the money raised by the ads will go to the expendable trust and that the Board approves expenditures out of the trust. Ms. Schneider asked about the process of being reimbursed for expenses incurred by the ice rink committee. Mr. Alpers replied that the check takes some time to process and that the committee should run the expenses by the Town Administrator to see if they are qualified expenses.

Mr. Capone received an email from Nick Coates regarding Senate Bill 83. Mr. Coates is asking if the Board will write a letter opposing the Bill. Mrs. Cote commented that the Bill would prevent Conservation Commission members from entering publically owned land. Mrs. Cote feels that this should go before the Conservation Commission before deciding to write the letter. Mr. Lagueux commented that Towns have the right to enter public land although it depends on how the land is held and ways that it is set up for use. Mr. Lagueux feels that the legislation doesn't have much impact on day to day operations. Mr. Capone commented that it seems premature and confusing but wanted to present it to the Board. Mrs. Cote commented that if she gets more information she will let the Board know.

Mr. Capone received an email from Fire Chief Yannuzzi regarding the Suburban replacement vehicle. There is a 15 week lead time. Chief Yannuzzi presented an agreement with the manufacturer to place

the order for the vehicle now and then if the purchase is not approved at Town Meeting the order can be canceled. Mr. Alpers commented that placing the order is fine with him as long as there is an escape clause. Ms. Schneider commented that the Expedition would cost less money as there is a few thousand dollar difference between the two. Mr. Capone commented that the Chief is ordering a special service Tahoe.

**Select Board Items:**

Mrs. Cote commented that she was not seeing a lot of recent business survey activity. Mrs. Cote sent some messages on Facebook to local business asking them to participate in the online survey and that she has received a good response.

Mr. Lagueux has heard a few mumblings regarding the issue with salaried employees and the 27<sup>th</sup> pay period. The discussion concerns that payroll checks are less because there is the extra pay period that they checks are divided into. Mr. Capone commented that it would cost just under \$20,000 to include salaried employees in the extra pay period. Salaried employees get the same amount of money regardless of the number of hours worked. Hourly employees worked the hours of the extra pay period in past years and should get paid the extra pay period. Mr. Lagueux commented that there will probably be some discussion around this at Town Meeting.

Ms. Schneider requested that the Frozen Family Fun event be posted on the Town web site and in the Town Crier. Ms. Schneider commented that Mrs. Cote had drafted a policy regarding the disposal of Town property and that the draft should be looked at by the Board.

**Public Comment:** None

With no further public business to come before the Board, at 7:06 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 Ms. Schneider. A roll call vote was held. The motion carried by a vote of 4-0.

At 7:53 PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

---

Rick Alpers, Chair

---

Shaun Lagueux, Vice Chair

---

Betsy Schneider, Select Board

---

Janet Cote, Select Board