

Minutes

Bristol Select Board

October 6, 2015

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

The meeting was called to order at 6:00PM.

Mr. Lagueux made a motion to approve the public and non-public minutes from September 21, 2015, seconded by Ms. Schneider. The Board voted 5-0 in favor of approving the minutes.

Consent agenda: Mr. Alpers made a motion to approve the consent agenda dated October 6, 2015 to include the items named therein, seconded by Ms. Schneider. Mr. Manganiello asked for clarification on the revolving fund. The fund received \$3,780 in payments and paid out \$3,494 in payroll suggesting the fund only made \$286. Mr. Capone explained that there is generally a float on outstanding receivables and that you never receive your total monthly amount outstanding within thirty days of billing. He, once again, suggested that Mr. Manganiello make these inquiries in advance of the meeting so that they can be researched and all the information can be provided. Mrs. Cote suggested that Board members can review this with the Finance Officer. With no further questions, the Board voted 5-0 in favor of the motion to approve the consent agenda.

Heart Safe Community Recognition: Chief Yannuzzi introduced Nick Mercuri, Bureau Chief, NH Bureau of Emergency Medical Services and Bill Wood, Division Chief, Emergency Preparedness and Special Projects for the State of New Hampshire who were present to recognize the Town of Bristol for achieving the status of a "Heart Safe Community". A certificate was presented to the Town of Bristol for meeting the criteria to be a Heart Safe Community. Chief Yannuzzi recognized the efforts of George Clayman who was instrumental in the program and who teaches the community based CPR classes.

Fire Chief Yannuzzi-Department Updates:

Chief Yannuzzi informed the Board that he has started the 2016 Fire Department budget. The 2015 budget is tracking where it should be. There were some extra expenses with the radio tower in 2015.

There is a VIN number for the Tahoe now. The vehicle is currently on a train from Texas to New York, then it will be delivered to Bristol. When it is delivered it will be taken to Ossipee Mountain to get the radio and other electronics installed.

Mr. Alpers asked if the call volume is steady or has it gone up. Chief Yannuzzi replied that the volume is up. There may be a little drop off with the summer residents gone. Chief Yannuzzi commented that he doesn't see the call volume slowing down any time soon. Mr. Manganiello asked if the national healthcare plan is contributing to the increased calls as more people have insurance. Chief Yannuzzi replied that it does not have an impact as having no insurance doesn't deter people from calling an

ambulance. The department is still seeing the same number of medical calls. There may be a difference in the revenue stream with more people having insurance.

Mr. Manganiello asked if the ambulance formula for this year was submitted. Chief Yannuzzi replied that it was submitted to the communities in August. A meeting was set up on September 17th to discuss the contract but no communities came to the meeting. From just the contracted pricing the Town will bring in just over \$124,000 which is up from \$103,000 received last year. The increase is due to transports and increased costs.

Chief Yannuzzi informed the Board that he has been looking into the problem of getting coverage for open shifts. The Overtime line is over budget due to covering open shifts. Part time employees have not been available to cover the shifts so full time employees are being used to cover the shifts. Chief Yannuzzi explained that he would like to advertise to hire per diem firefighters that are not affiliated with the department. This will prevent burn out with the current staff. Research was done regarding bringing in another full time employee to cover the "Kelly" days, but the numbers don't support this. Mr. Lagueux asked if the money for the per diem coverage will come out of the call line. Chief Yannuzzi replied that it will come out of the part time line. There is approximately \$22,000 in the line so there is plenty there to cover the costs. Mrs. Cote asked if there is a history of other communities doing this. Chief Yannuzzi replied that other local communities, such as Sanbornton and Waterville Valley, do this. Mr. Manganiello asked if there is any training involved. Chief Yannuzzi replied that training will not be necessary as the person hired will be highly qualified. The Board agreed that Chief Yannuzzi should advertise for per diem employees.

Chief Yannuzzi informed the Board that there was an incident at Freudenberg last week. Freudenberg switched to propane and the old fuel tanks that are no longer in use were being cut up inside the building. The tanks caught on fire but the sprinkler system controlled it. The fire was still burning, but contained, when the Fire Department arrived.

The new fire engine (Engine 4) is doing fine. There is a punch list to be completed and the dealer will come up to take care of this. The hydraulic tools were received and they are in service on the truck. The decision still has to be made regarding what to do with the old set.

Mr. Manganiello asked for clarification on the CIP suggestion of just putting a box on the chassis of the 2006 ambulance. Chief Yannuzzi replied that this is being looked into as a possibility as the box is in really good shape. The problem could be finding a similar chassis and there are size constraints at the fire station.

Chief Yannuzzi informed the Board that he is considering a warrant article for the antenna project up on Hemp Hill and another warrant article for replacing the pagers. The pagers need to be upgraded. The cost to fix the current pagers is \$400-\$500 each. The cost to replace the pagers is \$480 each. Mr. Manganiello asked if the cost of the antenna project is a 50/50 split. Chief Yannuzzi replied that it is a 50/50 split with Lakes Region Mutual Aid System. The total cost of the project is estimated at \$50,000.

The Board thanked Chief Yannuzzi for attending the meeting.

Records Retention Policy:

Mr. Capone commented that this policy is to formally recognize a plan to manage records and that the policy presented follows the RSA to the letter. Mr. Manganiello asked if the Board has to designate the Town Administrator to be the Select Board representative. Mr. Capone replied that no formal action needs to be taken to designate the Town Administrator as the representative. Mr. Alpers made a motion to approve the policy as written, seconded by Ms. Schneider. The Board voted 5-0 to approve the motion.

Northern Pass Update:

Mr. Capone informed the Board that he did get the letter approved by the Board out to everyone specified at the last meeting. He also sent it to the SEC Administrator, Pamela Monroe, so that it would be on file should an application come in for Northern Pass. An email from Donna Keeley, the area representative for PSNH, was received requesting a meeting to have a more detailed discussion on the proposed construction. The meeting is open to Board members, but Mr. Capone asked if more than two planned to attend to let him know so he could notice it as a Board meeting. Mrs. Cote will attend the meeting with Mr. Capone and Ms. Keeley.

Mr. Capone emailed Pamela Monroe, the new administrator at the SEC, regarding intervenor status for the Town. She replied with a schedule of the process to intervene. If the Town has intervenor status the Town will be allowed to comment during the review of the application at the SEC. There was discussion about joint intervenor status with other Towns.

The section 106 meetings have been delayed but will be rescheduled.

Town Administrator's Report:

A letter was received from the Trustees of the Bristol United Church of Christ (BUCC). Next summer they are painting the church which includes four clock faces which encase the Town owned clock. The mechanism is maintained with \$500 from the Town budget each year. The Trustees of the BUCC have estimated it will cost between \$4,000 and \$6,000 to paint all four sides of the clock face and are asking the Town for financial assistance with the project. Mr. Lagueux questioned the legality of spending money on a building that is not owned by the Town. Mrs. Cote commented that there needs to be some investigation done with this and that grants should be looked into.

A letter was received from the Department of Safety in regards to Dead River applying for permission to have a fleet inspection station. The form that needs to be signed by the Town is straightforward and verifies that Dead River meets all zoning requirements to operate their business. Mrs. Cote asked what this entails. Mr. Alpers replied that it is to inspect their own fleet of vehicles. Mr. Capone signed the form as the Board approved of the plan.

Mr. Capone asked the Board if they had any edits to the letter he had prepared on their behalf to be sent to NHDOT voicing the Board's objection to the planned removal of street lights near the Musgrove Bridge. The Board was fine with the letter. Mr. Capone did receive a call from DOT asking if the Town was sending something and planning to attend the meeting on the 15th.

A request was received from the Decorating Committee to nominate Lisa Hodgson to the committee. The Board was in favor of the nomination.

Mr. Capone has been working on the policy regarding prohibition of smoking on the Town Common and in Town Public spaces. The only RSA on the books speaks to smoking indoors. Many towns have enacted other smoking policies under statute 41:14-A. He noted that he is considering some language and will prepare something for the Board to review.

The Old Town Hall is painted except for the back of the building. Mark Bucklin will put the handicap ramp back on. The water has been drained in the building during the winter months. Mr. Capone suggested that the Board consider making the building available through the winter. As part of the space needs discussion, more room for the Police Department is needed. An option could be to use the Old Town Hall for meeting room space and the Police Department could use the downstairs of the Town Offices for extra space. Mrs. Cote asked if the only event scheduled is on October 22nd. Mr. Capone replied that it is but the Board needs to decide where voting will take place. Ms. Schneider commented that the Friends of the Old Town Hall are still waiting on non-profit status. Mr. Lagueux asked how much on average it will take to heat. Mr. Capone replied that to keep the temperature at 50 degrees it costs about \$500. The possibility of a remote thermostat was discussed in the past. Mr. Alpers commented that the heat should be kept running and to monitor it. Mr. Manganiello asked about protection for the ramp from snow slides. Mr. Capone replied that he will talk to Mark Bucklin about this.

Mr. Capone suggested that a part time person be hired for snow removal to clear up after winter storms. The side walk tractor takes care of some of this work, but extra hours are needed to help out. Mr. Alpers commented that this person could shovel the library, Old Town Hall, and Town Offices.

An email from Public Service was received advising residents of a scam demanding immediate payment. The advisory was posted on the town web site.

In response to an inquiry that came from the Board last year, Mr. Capone, the Department Heads and the Finance Officer have been working on what the wage ranges for positions would look like if cost of living adjustments were applied to the wage ranges established as part of the 2007 study. The information was put together in a spreadsheet and distributed to the Board. The spreadsheet lists the positions, existing ranges, and actual salaries. The adjusted ranges are included and graphed on the chart. This is the first of two spreadsheets being prepared for the Board. For the second spreadsheet, the Department Heads will adjust existing positions to where the employees should be depending on training and certifications received by the employees in those positions. The information will be completed after the Department Heads give their input. Ms. Schneider asked how the initial numbers

were figured. Mr. Capone replied that the annual Social Security adjustment percentages for the period from 2007 to the present were applied to the base line wage scales.

Select Board Items:

Mr. Manganiello asked if the Town has heard from the school in regards to the tax rate setting process. Mr. Capone replied that he has talked with Kathleen Haskell and the school has finished their reporting. DRA should hopefully have the numbers by the end of the week. The tax rate should be ready to be discussed at the October 22nd Board meeting.

Mr. Lagueux commented that the Budget Committee is meeting on October 12th and 19th.

Ms. Schneider was asked what happened to the benches in the Town Square. Mr. Alpers replied that the benches are not the Towns'. Mrs. Cote commented that the benches belong to businesses but that purchasing benches was discussed at a prior meeting. Mr. Capone commented that he did some research and a quality bench costs between \$500 and \$600. Ms. Schneider asked about the benches on the bike path. Mr. Capone replied that Mark Bucklin removed one of the old picnic tables and was planning on bringing the backhoe up to the bike path to straighten one of the benches there.

Mr. Manganiello commented that the Planning Board will be meeting next week. On the agenda is Aubuchon Hardware, Maryann Parkhurst, and Zarembo (Dollar General).

Public Comment:

Ms. Hoyle asked for an update on the signs coming into town. Mr. Capone commented that 3 of the 4 signs are completed. Mrs. Cote commented that the fourth sign is in progress. Mr. Capone will call to check on this.

Ms. Hoyle asked who monitors the flagpoles when they are flown at half-staff. Mr. Capone replied that the state sends the notification to the Town and Christina usually notifies the departments. The Fire Department usually takes care of the Station and Kelley Park. Either the Police Department or he will lower the flag at the Town Office. Mr. Alpers commented that the Town Administrator and the Department Heads can discuss this. Mr. Capone will double check on who takes care of which flags at other locations.

With no other business to come before the Board, at 7:20PM Mr. Alpers made a motion to go into non-public session under RSA 91-A:3 (a), (d) and (e), seconded by Mr. Manganiello. A roll call vote was held. The motion carried by a vote of 5-0.

At 8:36PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

Janet Cote, Chair

Shaun Lagueux, Vice Chair

Paul Manganiello, Select Board

Betsy Schneider, Select Board

Rick Alpers, Select Board