

## Minutes

### Bristol Select Board

December 3, 2015

**Present:** Select Board members: Janet Cote, Shaun Lagueux, Betsy Schneider, Rick Alpers, Paul Manganiello, and Interim Town Administrator Merelise O'Connor.

The meeting was called to order at 6:02PM.

Mr. Lagueux made a motion to approve the public and non-public minutes from November 19, 2015 and November 24, 2015 seconded by Ms. Schneider. The Board voted 5-0 in favor of approving the minutes. Mr. Lagueux made a motion to approve and seal the non-public minutes from December 1, 2015 seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated December 3, 2015 to include the items named therein, seconded by Ms. Schneider. Ms. Schneider commented that there is an item from the Highway Department for the sidewalk tractor air conditioning with a cost of \$2,500. The purchasing policy was changed to 3 informal bids with documentation for this type of purchase. This purchase does not follow the purchasing policy and the Board should know what is happening. Mrs. Cote asked the interim Town Administrator to talk to Mark Bucklin regarding this process. Mr. Manganiello asked if there were any more expenses associated with the Fire Department command vehicle. Chief Yannuzzi replied that there is a \$700 bracket waiting to be done and the total cost of the command vehicle is \$43,000. The Board voted 4-1 to approve the consent agenda.

**Forestry Grant:** Chief Yannuzzi informed the Board that the town received a grant from the Department of Forests and Land for protective equipment. The total cost is \$1,380 of which the town is responsible for \$690 and will get reimbursed \$690 from the state. There is \$2,100 in the Forestry budget which is enough for this project. Then reimbursement with the state can be applied for. Mr. Manganiello moved to approve the 2016 Fire Assistance grant, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

**Ice Rink Committee:** Ms. Nicole Goudreau informed the Board that there is a problem finding volunteers for the ice rink work. A quote was obtained for the maintenance of the ice rink after snow storms. Ms. Les Dion commented that if there is a town ice rink there will need to be a budget for it. The two options for locations are the T-ball field and under the pavilion. The quote to maintain the ice for the winter is \$5,000. Mr. Alpers replied that there is no line in the current budget to pay for this. Ms. Dion commented that this could be incorporated into the Kelley Park budget next year. Ms. Schneider commented that the committee efforts could be better suited towards fundraising the \$5,000 instead of working to find volunteers to clear the rink.

**Hemlock Brook Road:** Ms. O'Connor informed the Board that she had a discussion with Mark Bucklin and a memo with Mr. Bucklin's recommendations was sent. The recommendations include moving the boulders, repairing the slopes, stabilize the ditch lines, maintain the silt fence and hay bales, and

maintain the straw bottles. The project may need to have a special use permit. Mr. Manganiello will bring this to the Planning Board on December 9, 2015. Mr. Alpers cautioned the Board regarding this conversation as the Fantasias' have hired an attorney and the town's attorney should be in communication regarding this. Ms. Schneider recused herself from the conversation. Mrs. Fantasia asked who they should be in communication with. Mrs. Cote replied that the Board can authorize the interim Town Administrator to be the contact. Mr. Fantasia asked if their attorney will hear back from anyone. Mrs. Cote replied that the attorney will be in communication with the interim Town Administrator.

**2016 Calendar:** Ms. O'Connor commented that an addendum to this should be that additional meetings will be posted. Mr. Alpers made a motion to approve the 2016 meetings calendar, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

**Town Administrator's Report:**

The Board was presented the cash synopsis. There is currently \$1,200,000 in the bank and the tax collector has collected an additional \$400,000 to add to that. There is a \$464,000 school payment, a \$750,000 payment to the County due December 17<sup>th</sup>, and a normal NH retirement payment due December 15<sup>th</sup> for a total of \$1,256,000. The current tax warrant is just over \$1,700,000 and \$396,000 has already been collected. Mr. Alpers commented that going forward the town should bid out a TAN to be on the safe side.

Three bids were requested for replacing the carpeting in the Police Department. The low bid totaled \$2,443. The second quote totaled \$3,890. The third bid did not respond. Ms. O'Connor commented that the carpet in the downstairs meeting room is not included. Mr. Lagueux made a motion to approve a not to exceed \$5,000 bid for the carpeting, seconded by Ms. Schneider. After a brief discussion the motion and second was rescinded. Mr. Lagueux made a motion to accept the \$2,443 bid from Lacasse Flooring, seconded by Mr. Manganiello. Ms. Schneider commented that the bid is not clear in regards to what quality carpet will be used. Ms. O'Connor replied that she will talk to Chief Lewis to establish a spec sheet.

A new account number was established for the contractor who maintains Kelley Park. The amount charged to this line totaled \$14,550.

The reimbursement from DOT is still being hammered out. The revised request is \$23,552.97

An abatement credit going to property owners makes the total abatement \$20,000 more than the overlay set with the tax rate.

The property owners who have not agreed to the easement for the Safer Routes to School project have been contacted. The property owners want a 3-4 foot wall and the state will only pay for a 1 foot wall. Mrs. Cote asked if there is a deadline. Ms. O'Connor replied that the state is waiting to see if the project is going to proceed. Mr. Alpers commented that the town should proceed with it for now. Ms. O'Connor will let Mike Vignali know.

Mr. Alpers made a motion to unseal the non-public minutes from November 19, 2015, seconded by Ms. Schneider. The Board voted 5-0 to approve the motion.

**Select Board Items:**

Ms. Schneider asked for the status of the Police Department toilet. Ms. O'Connor replied that it has arrived and can be installed. Ms. Schneider commented that the trailer parked in the police parking lot should be moved to the gated area at Water and Sewer or to the transfer station due to plowing concerns. Mrs. Cote replied that Chief Lewis stated that it is evidence and needs to be visually secure and those locations are not visually secure.

Mr. Lagueux commented that he met with Tom Keegan and Mr. Patten to look at the clock tower. The clock faces are in terrible shape and restoration should be done not just repainting. The cost of splitting the scaffolding was discussed and more information regarding the cost to replace the faces is being sought. This will be presented as a warrant article.

Ms. Schneider asked Mr. Lagueux if there has been any word from the surveyor. Mr. Lagueux replied that there has not and that he needs a couple of weeks to get back to them.

Mr. Alpers thanked Mary Richardson for her years of service to the town. Mr. Alpers thanked Al Defeo for his service to the town as Land Use Officer. Mr. Alpers commended the Decoration Committee for their work on the tree lighting event.

Mr. Manganiello commented that he received an email from John Sellers regarding the Fire Department ambulance contract formula. This should be something the Board looks at. Mrs. Cote replied that it can be part of the 2016 budget discussion. Ms. Schneider commented that the Board should think a year ahead on this. Mr. Lagueux commented that the equation is on the revenue side so there is time to look at this.

Ms. Schneider informed the Board that Mr. Bill Dowey is present and is interested in being part of the Economic Development Committee.

Mrs. Cote informed the Board that she received a memo and expresses her condolences for the loss of Larry Douglas, who was a member of the Planning Board and Historic District Commission. Those positions will need to be advertised to be filled.

Mrs. Cote received correspondence from Lucille Keegan regarding the painting project at the Old Fire Station. The LCHIP grant was not approved. There are two bids and there is funding from the warrant article which was approved at Town Meeting. There are other issues with the building such as doors and basement work. There is the possibility of using the maintenance building fund as this is a town building. Mr. Lagueux suggested that Ms. Keegan come in and discuss this with the Board.

Mrs. Cote updated the Board on Northern Pass. DES released a letter stating that the application has now satisfied administrative completeness requirements. The Conservation Commission reviewed the

application and identified 32 wetlands in Bristol covering 8.5 acres in the path of the project. A Special Use Permit may be required.

**Public Comment:**

Paul Simard asked if the Fire Department is unionized. Mr. Alpers replied that the Fire Department has had the union number for about ten years but it is not an official union. It is recognized by the IAFF as a body but not a shop.

John Sellers commented that the ambulance document is a public document and can be obtained through the Town Administrator. The analysis took weeks of research and it could be a good tool to figure out what the correct price should be to the other towns.

**2016 Budget Work Session:**

Mrs. Cote commented that the biggest issue is around salaries for 2016 and the merit vs. wage study discussion. The Department Heads were asked to look at staff and apply the ranges. The Board also has to keep in mind that last year there was a 27<sup>th</sup> pay period. Mr. Alpers commented that the town needs to do something for employees who have fallen outside the scale. Mr. Alpers suggested that an overall figure for the cost of the wage study should be calculated and presented in a warrant article. Mr. Alpers suggested that the merit wage should be continued in the operating budget for 2016. Ms. Schneider asked where the wage study is found. Mr. Alpers commented that there are copies of the report in the town offices. Mr. Alpers suggested that the Finance Officer take a look at those employees outside the scale and move them up to step one and get a price for that. The next step would be to move everyone to the middle of the scale and get a price. If employees are already there they stay there. Mr. Alpers commented that the merit raise is performance based and that the merit line includes FICA, retirement, and other associated costs. Ms. O'Connor commented that the Municipal Association would use similar towns to make comparisons in regards to the wage study. Mr. Lagueux commented that the town funded half the study in 2007 and then nothing has happened since.

Mrs. Cote commented that there are some increases in the Executive section of the budget. The server issue needs to be addressed. Mr. Alpers asked if the town can back things up in the Cloud instead of buying more hardware. Mrs. Cote will ask Christina to look into this. The contract for computer support needs to be looked at.

The Town Clerk/Tax Collector budget is increased due to a new computer request.

Property Assessing has decreased due to some support costs have been moved to the Executive budget. The calculation is based on percentage of support. New Equipment line is for a new desk. Mr. Manganiello asked that the Contract Services line be looked at as there is some question on the correct budgeted amount.

Legal has \$60,000 budgeted but this might be too low. There are items that the town will need to work with town counsel.

Mrs. Cote commented that the Merit Wage figure needs to be decided. The 27<sup>th</sup> pay period line will be removed. Ms. Schneider commented that the balance of the Merit Wages line will be moved to Accrued Wages at the end of the year.

Mrs. Cote commented that the Workers Comp allocation to the Water/Sewer Department is being checked on.

Government Buildings: \$10,000 is in the Maintenance Custodian line as the position is taking on more duties. Mr. Alpers requested that another day of cleaning at the town offices be budgeted for. A cost will be determined for this.

Cemeteries budget will be presented by the Trustees. Mr. Lagueux commented that the Cemetery Trustees are trying to increase the amount of repair work on the head stones.

Lakes Region Planning Commission expense has been moved into the Meetings and Memberships line of the Executive budget.

Crossing Guards: The \$8,738 budget is for two crossing guards. Mr. Alpers commented that it seems to work with the one guard.

Land Use: Mrs. Cote commented that the position should be re-evaluated especially as the town is looking for somebody new. Mr. Lagueux commented that it should be kept at part time. Mr. Alpers commented that Fridays need to be one of the days worked as that is when the Planning Board secretary is in the offices. Mrs. Cote commented that the person in this position also worked as the Health Officer. Mr. Alpers suggested that the position include one Planning Board meeting a month and to make that clear in the new job description. Mrs. Cote replied that an extra half day will need to be budgeted for that.

Street Lighting: Ms. Schneider commented that the state is going to be removing a couple of the lights and that a lot of this budget line has not been used. Mrs. Cote replied that the numbers are as of November 5<sup>th</sup> and that an updated expense report is needed. Mr. Alpers commented that it could be that the town is done with the pay back program and is now realizing some savings.

Fire Betterment: Mr. Alpers commented that it should be kept at \$10,000.

Welfare: The Welfare Services piece is down as Kelly Lacasse does a good job with the process.

TTCC: There is an increase of \$4,100 which is based on a formula using the percent of usage per town. The \$4,100 is Bristol's portion.

Beach: Mr. Alpers commented that there seemed to be enough staffing this summer and that the budget for the chemical toilets may need more to be added to get them cleaned more than once per week. Ms. Schneider commented that the Beach Improvements/Repairs went down to \$500. This is to remove the swim lines and nothing was spent. Ms. Schneider commented that this may have been moved to a different line. Mrs. Cote replied that Peter may have helped out.

Kelley Park: The town went with a contractor instead of a part time attendant. The FICA and related items need to be removed from this budget. A Materials line needs to be added for chemical toilets at a cost of \$2,900. Capital items include fencing for \$15,000 and tiered seating for \$1,500.

Library: Budget is presented by the Trustees.

Patriotic: Mrs. Cote commented that the Special Events Coordinator is under contract and not an employee. This person develops brochures and helps coordinate town events such as Old Home Day and the July 4<sup>th</sup> parade. \$1,700 is budgeted for new banners under Patriotic Purposes. Mrs. Cote asked if the funding of fireworks should be in the budget or a warrant article. Mr. Lagueux replied that historically it's been in the budget. Mr. Alpers commented that \$10,000 will get a really great show the problem is where does the town shoot them off from. Mr. Lagueux commented that \$7,500 is a good compromise and the show could be at the park. Mr. Manganiello suggested that other towns contribute also.

Mrs. Cote commented that a line needs to be added for the Decorating Committee budget. \$3,000 is budgeted for this committee.

Conservation Commission: Mrs. Cote informed the Board that the increase is due to adding the cost for a soil scientist due to the Northern Pass project.

Social Services: Mrs. Cote commented that the requests were put in the budget and that the Board will have to make a recommendation on these.

Debt/Interest: Central Street bond and the dump truck have revised schedules. Mrs. Cote commented that a line needs to be added for the one ton plow. Mr. Lagueux suggested that the 2009 one ton be changed to 2015.

Mr. Manganiello suggested that \$1 be put in the TAN Interest line in case of future use.

Mrs. Cote commented that CIP items will be warrant articles.

Land Purchase: Mr. Lagueux commented that there would need to be a special town meeting to purchase land anyway but that \$1 could be budgeted in the line so there is money in that line. Mrs. Cote will research the line some more.

Accrued Wages: Mrs. Cote commented that this needs to be addressed after the expenses are updated. Mr. Lagueux commented that this line needs to be replenished. Mr. Alpers commented that the town should start to put \$25,000 in per year to get caught up. Ms. Schneider replied that it might need to be more than \$25,000 this year in the event of a long time employee were to leave.

A meeting will be held on December 10<sup>th</sup> at 6:00pm for a budget work session.

Mr. Alpers commented that the budget does not include the \$1,500 suggested by him to purchase gift cards for permanent employees. The cost for the web site update is not included either.

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

At 9:38PM, 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

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Janet Cote, Chair

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Shaun Lagueux, Vice Chair

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Paul Manganiello, Select Board

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Betsy Schneider, Select Board

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Rick Alpers, Select Board