

## **Minutes**

### **Bristol Select Board**

**December 10, 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 6:00PM.

Betsy Schneider made a motion to go into non-public session, seconded by Shaun Lagueux. A roll call vote was held and the motion carried 5-0. At 6:29pm Mr. Lagueux made a motion to come out of non-public, seconded by Ms. Schneider.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated December 10, 2015 to include the items named therein, seconded by Mr. Manganiello. The Board voted 5-0 to approve the consent agenda.

#### **2016 Budget Work Session:**

Mrs. Cote commented that the focus of this session is to get somewhere with the wage issue. The numbers in the current budget worksheet have been verified or adjusted. The Accrued Wages line is still being worked on and should be ready for the December 17<sup>th</sup> meeting.

Mr. Alpers commented that at the last meeting the Board agreed to put the merit raise in the budget and the wage study as a warrant article. The Board needs to decide on a percentage for the merit piece. Last year this was budgeted at a maximum of 2.5% but would like to go to 3%. Mr. Alpers stated that he would be happy at 2.75%. Mrs. Cote commented that she is still in favor of 2.5% as there will be some movement in the wage study. Mr. Lagueux commented that he would not want to go below 2.5%.

Chief Lewis commented that last year's numbering system was valid and for every single point on the ranges there needs to be a true representation. Mrs. Cote replied that there is a methodology from last year. Chief Yannuzzi commented that if the ranges could get even finer that would be better. Mrs. Cote replied that it will be revisited. Chief Yannuzzi commented that it needs to be made aware that when the raises go in it needs to back fill in the budget. If the evaluations are done prior to the implementation, around March 1<sup>st</sup>, that will give a pretty good idea what needs to be back filled. The amount could be changed a Town Meeting. Ms. Schneider commented that any money left would go into Accrued Wages and that the town needs to be prepared for a 2.5% increase across the board.

Mr. Lagueux made a motion to set the merit based pay at 2.5% for 2016, seconded by Mr. Alpers. The Board voted 5-0 in favor of the motion.

Ms. O'Connor commented that this will be factored into all the wages, FICA, and Overtime lines. Ms. Cote commented that the wages have been adjusted for the 27<sup>th</sup> pay period and that amount has been taken out.

Mr. Alpers asked Jeff Chartier is the current hourly rate for the shared laborer position was \$11.48 per hour. Mr. Chartier responded that is correct. Mr. Alpers commented that it is wrong to have someone paid so low for the work they do.

Mark Bucklin commented that he has two positions that need to be adjusted and that they should be adjusted before the merit raise. Mr. Alpers replied that this needs to be treated as two separate issues, the merit raise and the wage study. Mrs. Cote commented that the Board has to look at every position and decide what is fair. Mr. Alpers commented that numbers are needed for this discussion. The needed numbers are the cost to get everyone off the range into step one or the bottom of the range and then get numbers for everyone below median to move them into the median of the range. Everyone above the median just gets the merit wage. Chief Lewis replied that department heads have given the town numbers on each position regarding this. The town should have an exact number from each department. The number is based upon the request of the department head unless the Board disagrees where the employees should lie. Chief Yannuzzi commented that the cost for his department is \$82,000 to bring everyone up to midrange of their step. Chief Yannuzzi commented that the Board needs to make this decision and it shouldn't be a warrant article as this is very important and the problem won't go away if the warrant article doesn't pass. Ms. O'Connor commented that this is really a market adjustment.

Chief Yannuzzi suggested that the Board allow the department heads to get wage numbers to put back through the spreadsheet including FICA and retirement . The department heads have been working on this since March and are very familiar with the process. Mr. Manganiello commented that he talked about this with the Fire Chief two years ago and the conversation was that employees should make more of a contribution to health insurance as they are brought up in the wage lines. Chief Yannuzzi replied that if the contributions go up and wages don't it is a loss in compensation. Ms. Schneider commented that the wage study stated that benefits in Bristol are particularly generous especially in paid days off. If employees get in the pay ranges these things need to be looked at. Chief Yannuzzi replied that the whole thing needs to be looked at and recommends that other towns be looked at again to see where they are at. Ms. O'Connor commented that a 90/10 split is the majority of the ratios of health insurance payments. Ms. Schneider commented that she called all 14 towns in the study and only 3 pay 90% or more of health insurance and that 75-88% is the majority. Mr. Lagueux commented that the wage study was adopted by the town but not funded. Mr. Alpers commented that the town should move forward with the department heads' recommendations as this is an accurate number. Mr. Alpers asked that department heads to make the number as conservative as possible so that it passes at town meeting.

Encumbrances:

Chief Yannuzzi informed that Board that the generator money needs to be encumbered to execute the grant. Mr. Alpers commented that the warrant article needs to be encumbered. Chief Yannuzzi also informed the Board that \$1,200 needs to be encumbered for hydraulic equipment as a trade in deal was reached. The deal may be finalized before December 31<sup>st</sup> so this may not have to be done.

Mr. Manganiello asked about the \$77,000 not spent on paving. Mark Bucklin replied that it is \$47,000. Mr. Alpers commented that some funds should be encumbered for Central Street and the sidewalks. Mr. Bucklin just needs a bid price or a quote from a contractor to encumber the funds for paving in 2016. Mr. Lagueux informed that Board that there is \$78,176 still left in paving. Mr. Lagueux asked if there were any issues in water and sewer in the Central Street area. Jeff Chartier replied that there were none at the moment.

Ms. O'Connor commented that the \$60,000 truck payment needs to be encumbered.

Ms. Schneider asked Chief Lewis about the items in the grant lines as there is \$14,500 budgeted there. Chief Lewis replied that the items include a 50% match to the car camera system, money for the DWI patrol, Speed Enforcement patrol, Seatbelt patrol, and bicycle helmets for children. Ms. Schneider asked if there was anything different from last year. There was \$8,800 not expended in 2015. Chief Lewis replied that DWI was lowered for this year and that \$7,300 was not spent on that and that the balance not spent is a fraction of the other grants. Chief Lewis commented that this was the first year that DRA wanted the potential total amount of grants budgeted for.

Ms. Schneider commented that the line Witness Fees needs to be looked at as far as the name of the line. Everything in the line is payroll and overtime and should be put into the overtime budget. Chief Lewis replied that it could be named Court Overtime and that this was originally broken out by former Chief Wingate to see what it was specifically costing an officer to testify. If a part time employee or an officer on shift goes it is straight time.

Ms. Schneider commented that there needs to be a breakdown of expenses in the line PD Investigations as the Chief stated that the expense is all materials but there have been four payroll manifests that equal \$1,000 from that line. Chief Lewis replied that he will check with the Finance Officer as these amounts may have been put in the wrong line.

Mr. Alpers asked if the 2.5 days are reflected in the Land Use line yet. Mrs. Cote replied that it is not reflected yet but that a note has been made to add the half day. There needs to be more discussion regarding this amount.

Mr. Manganiello commented that in regards to a conversation he had this summer with the Police Chief that a senior officer is not on the street because he is working 32 hours as the prosecutor. The other eight hours are for his police duties. Mr. Manganiello asked if it was wise to just make him the prosecutor and not be doing his own caseload work too. Chief Lewis replied that this officer was incurring overtime not as a prosecutor but to cover shifts. As a collective whole, the officer's overtime has decreased. The role of the officer as a prosecutor is a benefit and compliments each other. The remaining 8 hours for this officer is drastically needed for detective work.

Mr. Alpers asked if water rates will be adjusted. Jeff Chartier replied that there is no plan to increase residential or commercial rates but that he is looking into a 5% increase for the industrial rate.

Mr. Alpers asked where the ambulance revenue is tracking. Chief Yannuzzi replied that as of December 3<sup>rd</sup> the patient receipts year to date revenues is \$228,000. The prior year was \$258,000, but there is still time this year to collect revenues. There was only \$226,000 budgeted for revenues so it is over what was projected. Mr. Alpers asked if he was sending less to collections. Chief Yannuzzi replied that there are less write offs and less is being sent to collections.

Jeff Chartier informed the Board that the Water Department has a warrant article for the water meter upgrade in the amount of \$104,000. The department applied for a low interest loan, 2%-2.6%, with 5% forgiveness on the principle of the loan. There is no penalty for early payment. Mr. Lagueux asked if the payment is coming from the capital reserve. Mr. Chartier replied that it is and that he needs a warrant article because it is more than \$100,000. He has been budgeting \$60,000 per year but each year the price of the meters goes up and the 2016 price is lower than 2017 so it is worth buying up front. Ms. O'Connor asked if there is an impact to the water rate. Mr. Chartier replied that there is no impact.

Ms. Schneider informed the Board that she reached out to Atlas Fireworks and RS Fireworks regarding a fireworks show. Atlas quoted a cost between \$9,000 and \$10,000 for a show at the lake which includes a barge that is supplied by Atlas. Atlas is getting tight with scheduling and could do a show the Friday before the 4<sup>th</sup> or the weekend after. An in town show at Kelley Park would cost \$7,500. The shows are 18-20 minutes long. Chief Yannuzzi commented that the show would be Class C if it is in town. Chief Yannuzzi commented that eventually the town will run out of room at Kelley Park as the state is getting stricter with setbacks. Mr. Alpers commented that it is money well spent and a contract should be in motion. Ms. Schneider asked if the surrounding communities should be asked to contribute to the cost. Mr. Alpers suggested that a letter be sent to Alexandria, Bridgewater, and Hebron regarding this.

**Public Comment:**

Tom Fitzpatrick asked how to get on the Board agenda to revisit the parking matter. Mr. Fitzpatrick gave a letter to the Interim Town Administrator and the Board regarding this. Mr. Lagueux commented that Ms. O'Connor will get him on an agenda and the matter will be taken under advisement. Annie Fitzpatrick asked about there being no street light at the end of North Main Street and 3A as it is very dark there. Mr. Lagueux replied that the Board will look into this.

With no other business to come before the Board, at 8:17 Mr. Alpers made a motion to go into non-public session under RSA 91-A:3 (b), seconded by Ms. Schneider. A roll call vote was held. The motion carried by a vote of 5-0. Mr. Lagueux made a motion to seal both non-public minutes, seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

At 8:31PM, 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