

Minutes

Bristol Select Board

January 7, 2016

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. Alpers made a motion to approve the public and non-public minutes from December 17, 2015 , seconded by Ms. Schneider. The Board voted 5-0 in favor of approving the minutes as written.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated January 7, 2016 to include the items named therein, seconded by Ms. Schneider. The Board voted 5-0 to approve the consent agenda.

New Business:

Mrs. Cote introduced the new Town Administrator, Nicholas Coates.

Correspondence was received from Bernie Waugh regarding a municipal law update. Mr. Waugh would like to come to a Board meeting to go over the document.

Town Administrator's Report:

Ms. O'Connor gave the following updates:

A verbal quote was received from MRI regarding the new wage study. The study will include a market analysis with towns that the Board agrees on. There are 34 full time and 12 part time employees that the quote is based upon. At \$325-\$350 per employee, the cost will be approximately \$15,000.

The Kelley Park insurance claim for \$600 will be paid as long as the Lions Club has no other insurance.

A proposal was received from John Thompson for painting the Old Fire Station. The \$9,600 pays for one coat of paint. Lucille Keegan has another proposal for priming and two coats of paint.

The clock vendor will need payment up front for materials. Lucille Keegan will get the amount to the town.

The \$23,552 payment from the Transportation Enhancement project is coming soon. The reimbursement request has been signed.

The attorney for NE Family Housing has been emailed regarding the progress on the Special Use Permit

Nik Coates will be the new point person for Northern Pass. Mr. Alpers asked if the town has until February 5th to intervene. Ms. O'Connor replied that Christine Fillmore is representing other towns also

will contact the town but an email will be sent to see if anything needs to be done.

The carpet has been installed next door and the walls have been painted by staff. Matthew Greenwood will install the toilet next week.

Select Board Items:

Mr. Manganiello commented that the Budget Committee had questions about the Police Prosecutor line. Mr. Manganiello tried to clarify the role of the part time officer in that position but the name of the line creates confusion. There is a misunderstanding about how the position is used. Ms. O'Connor replied that the name is a misnomer as part of the internal reorganization the line name did not get changed. The Prosecutor line is a 32 hour part time detective. The Finance Officer has been asked to fix this. A new budget will be sent to the Budget Committee with the changes from Monday night. Mrs. Cote commented that the updated budget will have expenses through December 29th.

2016 Budget Work session: Warrant Articles

Mrs. Cote informed the Board that Tom Keegan will supply numbers for the town clock warrant article. Ms. O'Connor will be in touch with him.

Mrs. Cote commented that the police cruiser warrant article comes from CIP and the department head. The article is to establish a capital reserve fund for the purchase of police vehicles and to raise \$50,000 towards this purpose. Mr. Lagueux replied that this is definitely a number one priority as it's not in the budget and it's done on a yearly basis. Mrs. Cote commented that she does not see why the town has to do this with a capital reserve fund. Mr. Lagueux commented that it works fine in the budget and gets scrutiny at Town Meeting and it will be more convoluted to start a capital reserve for this. Mr. Alpers suggested that the Chief supply the cost for a cruiser and do a warrant article for the cruiser. Ms. Schneider commented that the cruiser could just be added into the budget. The Board agreed to have a warrant article for the police cruiser.

Mrs. Cote informed that Board that there is a warrant article for body cameras for the Police Department in the amount of \$12,000. Mr. Manganiello commented that the Police Chief wants to withdraw this article. Ms. Schneider commented that there is some new legislation that the evidence from the use of body cameras is not legal in a court of law and that the Chief will be in to discuss this with the Board. Mr. Alpers commented that the Cloud storage is very expensive. The Board agreed that the article will be tabled pending the Chief's decision.

Mrs. Cote commented that there needs to be discussion regarding the Water Street Recreation Trail. Mr. Alpers commented that Mike Vignale might have an update on the project as there was a change in the Army Corp district engineers. Mr. Alpers commented that the project should move ahead. Ms. Schneider commented that the project should be held off until next year to let the new Town Administrator get up on board. Mrs. Cote commented that the project is not a high priority this year. Mr. Alpers commented that it is more attractive for grants to have the design ready. Mrs. Cote commented that the warrant article is for starting the initial work and then the Army Corp will pick up

the project. Mr. Manganiello commented that the Board can motion to pass over at Town Meeting. Mr. Lagueux suggested that an explanation of what the \$26,500 represents and the details of the work included. Mr. Alpers commented that Jen Rocket from the Army Corp be contacted and to get the information for the next Board meeting. Nik Coates commented that the town will get a lot further along in the grant process if the town puts some work and money into the project prior to applying for a grant and that it is important to do the design and engineer work ahead of time.

Mrs. Cote commented that there is a warrant article for the water meter upgrade. Jeff Chartier informed the Board that the article is to purchase the next two years of meters to complete the project. The article is over \$100,000 so there needs to be a public hearing. The purchase of the meters is through a low interest loan with the state and a 5% purchase forgiveness. Mrs. Cote commented that the public hearing is scheduled for the next Board meeting. Mr. Manganiello commented that there is a Bristol Sewer Department capital reserve fund with a balance of \$41,741 that has been there since 1994. Mr. Manganiello suggested taking \$40,000 from this fund to apply towards the warrant. Mr. Alpers replied that the original intent of the fund needs to be looked at. Mr. Alpers commented that the money from this fund could be transferred into the current sewer capital reserve fund. Ms. O'Connor commented that the article is asking to raise and appropriate \$104,500 and if the fund money is used it would lower it below \$100,000 but the bond hearing should be held just in case this does not work out.

Jeff Chartier informed the Board that the warrant article for the Central Street Water/Sewer replacement has been written up two different ways. The first is based solely on user fees and the second is based on a combination of user fees and taxation. The numbers are being worked up and will be available on Monday. Mrs. Cote asked how much needs to be done downtown to finish the updates. Mr. Chartier replied that the pipes through the village area are old and there is a capital replacement study that lays out a priority list. The work in the article will increase fire flow due to bigger pipes being place in the Central Street area.

Bill Dowey informed the Board that a preliminary warrant article was put together for a solar array project at the Water/Sewer facility. Currently the power agreement is restricted to 12 months and the town has to enter into an agreement for 6-20 years to do a power purchase agreement. So part of the article is to let the town enter into a longer agreement. The best case scenario is a 60% savings which equates to \$45,000 per year and the minimum savings is 15% savings off Eversource rates. The federal government extended the 30% discount for solar arrays to 2020. The discount drops off to 22% after 2020 and decreases each year. The town has another five years to find the right deal and has been given a reprieve. Mr. Lagueux asked if the warrant article is not being recommended this year. Mr. Dowey replied that is still being recommended to address the 12 month agreement issue. Mr. Chartier commented that the 1.2 million dollars is off the table. Mr. Lagueux asked why the savings in power is not 100% with the solar array. Mr. Dowey replied that using net group metering the savings is only for power used at the water/sewer facility and doesn't cover transportation costs for power to go to the pump station. Mr. Lagueux asked if the town was better off with an array at just the water/sewer facility. Mr. Dowey replied that the facility needs a 250 KW array to offset the entire cost and a 350 KE array to include the pumping station. With group net metering the costs cannot be offset 100%. Mr. Alpers commented that tonight the Board is only looking at enabling legislation allowing the negotiation

with power purchase companies. Ms. O'Connor commented that the array at the Plymouth water facility has helped avoid additional costs but has not eliminated current costs. Mrs. Cote commented that enabling the legislation allows the conversation to continue. Mr. Alpers suggested that the article be reworded. Ms. O'Connor commented that the town might need some legal advice and DRA review.

Mrs. Cote asked for input on the radio communication tower. Mr. Manganiello asked if the tower would be any higher. Mr. Lagueux replied probably a little higher. Mr. Manganiello asked if the tower services other towns. Mr. Alpers replied that its Bristol's repeater as it's our frequency. Lakes Region Mutual Aid has a repeater there too and is funding half the project. Mrs. Cote commented that the communication issue has been brought up quite often. Ms. Schneider commented that the town could fund half this year and half next year. Mrs. Cote replied that this is more a priority over the recreation trail and that the matching funds might go away. Ms. Schneider commented that a CIP member commented that it may cost more than \$50,000. Mr. Lagueux asked the Town Administrator to check the estimate with Chief Yannuzzi.

Mrs. Cote commented that the Mica Lot fence is not a CIP piece but from a Board discussion. Mr. Alpers commented that Michael Capone obtained a quote and it should be in the file.

Mrs. Cote commented that the Contingency Fund is a yearly article. Mr. Manganiello asked if the anything was used out of the fund this year. Ms. O'Connor replied that nothing was expended out of it in 2015. Mr. Alpers suggested that the wording of the last line be changed. Mr. Lagueux commented that the article needs to say establish because it lapses every year into the fund balance.

Mrs. Cote commented that the Architectural Study for the Police Department and Town Offices is to raise \$40,000 to review space needs options, conceptual renderings, and estimates for renovations and construction. Mr. Alpers commented that he would promote taking the money out of the unreserved fund balance which has approximately \$900,000 in it. Ms. O'Connor replied that it is a way to utilize the fund balance to avoid taxation. Ms. Schneider commented that she did not think an architectural firm should be review space needs and that a company such as MRI should do the study. Mr. Alpers replied that the dollars can be split for the space needs study and the architectural design. Ms. Schneider commented that the wording should be more specific. Ms. O'Connor commented that the Board will be interviewing architectural firms that have built police stations before and have the knowledge to do a space needs study. Mr. Manganiello commented that he thought the Phase 1 of the current plan was being dusted off. Mr. Lagueux replied that the Board came to a consensus of a step approach and that has to be put in the mix. Mr. Alpers asked Ms. Schneider to call the neighbors to see if there is any movement on the property next door. Ms. Schneider will call. Ms. O'Connor suggested the wording be changed to profession firm. The Board agreed with that wording.

Mrs. Cote commented that the Fire Department is asking to raise \$11,000 for SCBA replacements. Mr. Alpers commented that they only last so long. Ms. O'Connor commented that there is zero requested for this in the budget. Mrs. Cote commented that this should start to be a rotation going forward. Mr. Lagueux replied that there are more than 12 of the cylinders so it's not all of them this year.

Mrs. Cote commented that the Fire Department is requesting to replace the Motorola pagers. Mr. Alpers commented that they are not supported after the warranty runs out and that the town should go back to buying a certain amount each year.

Mrs. Cote commented that there is an article to establish a capital reserve fund for the Highway department to purchase equipment and the amount to be raised is \$90,000. There is a note from Michael Capone that there appears to be an established fund similar to this in the past. Mr. Manganiello commented that with a vote in 1968 \$500 was placed in this fund. As of 12/31/94, there was \$168 in principal and \$4,972 in interest. The Board just has to be appointed as agents to expend. Mrs. Cote commented that the CIP recommended this article as a priority one and funding it with \$90,000 this year and \$140,000 in 2017. Ms. O'Connor suggested rolling it together all into one warrant article. Mr. Alpers commented that he was more in favor of backing the amount down to \$50,000. The Board agreed to reword the article and lower the amount to \$50,000.

Mrs. Cote informed the Board that there needs to be numbers received from Tom Keegan regarding the article for the town clock repair. Mr. Lagueux commented that painting the clock faces will just be a band aid.

Mr. Alpers commented that the wage study needs to be discussed and that he wants town employee wages to be competitive and make a good living wage. Mr. Alpers suggested a compromise to get MRI to redo the study and then have a baseline to move forward in 2017. Ms. Schneider commented that a study was completed in 2007 and that there are only about 8 or 9 employees that need to be moved forward. Ms. Schneider commented that she doesn't think there needs to be a new study done. Mr. Alpers commented that only half the 2007 wage study was funded and there are still people off the scale and others are on the scale but not where they need to be. Mrs. Cote commented that she felt that the 2007 numbers wouldn't be current enough and that people do need to be brought up to scale. Mrs. Cote commented that she would support a new wage study to include new job descriptions. Mr. Manganiello commented that the second half of the wage study was funded. The minutes of the 2009 town meeting confirm this when a motion made by Archie Auger to reduce the budget by \$48,000 dollars for the second half of the wage study was defeated. Mr. Manganiello commented that the merit raises can move people into bands but not limit it to 2.5% in order to do that. The \$15,000 for a new study could be used to move people on the bands also. Mr. Lagueux commented that he supports the new wage study and that using the merit raise to move people would need two parts, a performance piece and to place people on the scale. Baseline documentation is needed for this. Mrs. Cote commented that a draft will be written to be looked at the next Board meeting.

Mr. Manganiello commented that there is a Kelley Park fund with approximately \$20,000 in it that can be expended for the fence and bleachers that are budgeted for in the Kelley Park operating budget. Mr. Alpers commented that the Board will need to be named as agents to expend and the numbers need to be updated in the fund. Ms. O'Connor commented that the article can be written using this fund to offset the cost of the park items. Mr. Alpers suggested that Les Dion give her recommendations in regards to the use of this fund. Mr. Lagueux commented that the fund should not be entirely wiped out.

Public Comment:

Paul Simard commented that the wage study compared Bristol to towns along the big lake and the new study needs to use comparable towns. Mr. Simard commented that the population of Bristol has not changed in 20 years but that the tax burden has increased tremendously and the town can't bankrupt the citizens.

Barbara Greenwood commented that she went through old town reports regarding the police facility and there was \$90,000 raised in 1996 for planning and design but that little was spent and nothing was done so it lapsed into the general fund. The town needs to follow through with this and get the project done now.

John Sellers commented that the warrant article numbers don't seem to have supporting facts and due diligence needs to be done. The wage study is huge and it also includes retirement, insurance, and vacations. Employees have been receiving COLA increases. Mr. Sellers asked where the space study numbers are coming from. Mr. Sellers commented that the unexpended fund balance has a lot of money left over in it. Ms. O'Connor replied that the amounts falls in with DRA recommendations. Mr. Lagueux commented that the Select Board can use it to set the tax rate. Ms. O'Connor commented that the town needs something in the checkbook to avoid using a TAN.

Margaret Hoyle commented that the winter parking ban needs to be fair to taxpayers and customers downtown and there is a car parked where it shouldn't be. Ms. O'Connor replied that she talked with the police chief and asked that have the car towed.

Paul Simard commented that residents used to be able to bring a bucket to the dump and fill it with sand and salt but now they can't. Mr. Alpers replied that residents are allowed to fill two buckets with sand and salt.

Mrs. Cote made a motion to transfer \$2,000 from the Highway Department to Patriotic Events line in the 2015 budget, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

With no other business to come before the Board, at 8:25 Mr. Alpers made a motion to go into non-public session under RSA 91-A:3 (b), seconded by Mr. Lagueux. A roll call vote was held. The motion carried by a vote of 5-0. At 8:51, Mr. Lagueux made a motion to come out of non-public session, seconded by Mr. Manganiello. The Board vote 5-0 in favor of the motion. Mr. Lagueux made a motion to seal the minutes of the non-public session, seconded by Ms. Schneider. The Board voted in favor of the motion.

At 8:54PM, Mr. Alpers 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