

## **Minutes**

### **Bristol Select Board**

**August 22, 2016**

**Present:** Select Board members: Shawn Lagueux, Rick Alpers, Paul Manganiello, Les Dion, and JP Morrison, and Town Administrator Nik Coates.

**Others Present:** Town Department Heads and employees, members of the public.

At 5:00, Mr. Manganiello made a motion to go enter into non-public session under RSA 91-A: 3 II (a) and (b), seconded by Mr. Alpers. A roll call vote was held. The motion carried by a vote of 5-0. At 6:10, Mr. Manganiello made a motion to come out of non-public session, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion. Mr. Alpers made a motion to seal the non-public minutes, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

**Minutes:** Mr. Alpers made a motion to approve the minutes of August 15, 2016, seconded by Mr. Manganiello. The Board voted 3-0-2 in favor of the motion.

**Consent Agenda:** Mr. Alpers made a motion to approve the consent agenda dated August 22, 2016, to include the items named therein, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

**Jeffers Road Discussion:** One of the residents involved in the matter was not able to attend. The Select Board agreed to postpone the discussion until the September 1, 2016 Select Board meeting.

**Mica Lot Eagle Scout Presentation:** Eagle Scout Reed Wilson provided an update to the Select Board about his project proposal. Reed Wilson reported that he has raised \$1,500, which is enough funds and he is proposing to have two granite benches for the lot. There will be flower beds in the lot planted with native species. Mr. Coates stated that the fencing could go in now and will work with the fencing company to schedule a date. Mr. Wilson said that he plans to have the project completed by the fall and will continue to keep Mark Bucklin, Mr. Coates, and the Select Board informed. He also plans to hand out brochures to businesses to let them know about the project.

**Wage Study:** Ben Laroche of the Fire Department presented adjustments to the department wages. Part time employees are used as often as possible to keep down overtime. The town needs to attract and keep the part time employees so their wages of part time and on call employees need to be adjusted as well. Chris Dolloff commented that the scale allows the separation of Captain/Paramedic and Firefighter/EMT.

Mark Bucklin informed the Board that department employees were placed on the scale by longevity and experience.

Jeff Chartier informed the Board that he went to the NH Bureau of Labor Statistics and based his wage adjustments on years of experience. On average, the increase is \$2 per hour for department employees.

Raymah Simpson informed the Board that she looked at other towns and both the Tax Collector and Deputy Tax Collector positions are not high on the scale and so put both positions at a higher scale. The Tax Collector was put on a higher grade based on longevity and schooling.

Nik Coates informed the Board the Finance Officer was increased slightly based on experience. Assessing was moved into upper mid-range based on years of employment. The Town Administrator was moved into lower mid-range.

Michael Lewis informed the Board that an independent study was done in 2007 and the current information is very consistent. The positions of Chief, Lieutenant with nine years of experience, Prosecutor/Lieutenant with twelve years of experience, Sergeant, and a Detective with twenty-five years of experience are placed at mid-range. Three officers are placed at step one and three officers are placed at 1/3 to mid-range.

JP Morrison commented that it is time to address this and he is happy employees are placed somewhere in the middle. Les Dion commented that she agrees it's time to do this to show employees they are valued so the town can keep them. Paul Manganiello commented that he is in support of the process and wants to understand the ranges and where employees are on the scale. He is in support of this but wants more data. Rick Alpers commented that he heard at Town Meeting that the public wants the Select Board to deal with this and fix it. He needed to know where people were being placed on the scale and after tonight he has no concerns that the town is paying folks too much money and he is ready to support it. Shaun Lagueux commented that he is in favor of this and would like to see it happen. JP Morrison asked what the exact numbers are and what is included. Mr. Coates replied that the number includes benefits such as retirement, FICA, and Medicare. The number does not include the Fire Chief position. Chief Lewis commented that the data is not going to change seeing it in black and white tomorrow but that two of his officers won't be staying in employment with the town if the PAFs aren't approved. Paul Manganiello commented that he would like to see more data then vote as he hasn't been part of these discussions since early on in the process. Mr. Coates replied that the PAFs that show the before and after salaries are available tonight and that he can send the spreadsheet to the Board. Paul Manganiello commented that he wants the data to know what he is voting on and not signing a blank check. Mr. Lagueux replied that it's not a blank check as the Board has been looking at the data for a long time. Mr. Alpers commented that the Board has had discussions and they know what the dollar amount will be for this year and next year. Mr. Manganiello commented that there will be a \$200,000 increase in salaries in next year's budget. Mr. Alpers replied that the increase will be \$150,000 since there will be no merit increases next year. Ms. Dion commented that she trusts the Board has been given good data tonight. Mr. Manganiello commented that he knows the wages need to go through but not at the 11<sup>th</sup> hour and forced to sign the PAFs tonight. Mr. Morrison commented that he wants to see the whole picture in one line. Shaun Lagueux commented that the town has the budget season to address the wages.

Mr. Lagueux made a motion to approve the wage study as implemented, seconded by Mr. Alpers. The Board voted 3-2 in favor of the motion.

**Town Clerk:** Raymah Simpson informed the Board that September 13<sup>th</sup> is Primary day at the Marion Center. She is hoping all Board members will be there and needs the Board's signatures at the end. Ms. Simpson was approached by the Historical Society regarding the Boston Post Cane and giving it to the oldest resident of Bristol. Ms. Simpson will put this announcement in the Town Crier.

**Fire Chief Search:** Mr. Coates informed the Board that a notice has been written and is being reviewed by the president of the Board of Association of Fire Chiefs. The process will include a meeting with Fire Department staff to obtain their input. Mr. Alpers suggested using a written survey for employees as well. Chris Dolloff agreed that both approaches are useful. Mr. Alpers commented that the notice should be posted for about three weeks and then start the review of resumes and start the interview process. Chris Dolloff commented that assessment centers are still used for hiring a fire chief to evaluate their tactical skills with role playing scenarios.

#### **Town Administrators Report:**

##### **Select Board Items:**

JP Morrison asked when is the earliest that the fire chief ad can be posted. Mr. Coates suggested posting it after the fire department meeting. Mr. Alpers commented that it should be posted no later than September 1<sup>st</sup>.

Les Dion commented that she was approached about having the transfer station open on Sundays as this is a tourist driven area and people leave on Sundays. Ms. Dion looked at other tourist communities and some are open on Sundays. Mr. Manganiello commented that maybe it could be open during the peak season.

Paul Manganiello informed the Board that the Planning Board is meeting on Wednesday to conduct a work session with the business community regarding signs. Mr. Manganiello commented that the Board should get Sandra and Clay from the HDC to take photographs of the Smith lot. The Smith lot is not on the registry but there could be features that should be documented.

Rick Alpers commented that Old Home Day is Saturday. Mr. Alpers asked for an update on the Plankey Spring. Mr. Coates informed the Board that Carroll Brown informed him that the test that came back showed coliform but not e-coli. This is not caused by human activity. A chlorine treatment was done but there was another hit on a subsequent test. A more thorough cleaning needs to be done. Costs are being looked into for this. It is proposed that the spring be dechlorinated and tested again. Janet Cote, Conservation Commission, commented that the property was donated to the Conservation Commission and the Commission has had to ask for help with cleanings. This has been a collaborative effort in past years. Mr. Lagueux asked if the way the water comes out can be changed or the way that people collect the water can be changed. Ms. Cote replied that the Commission has put up signs but people take them down. They do try to educate people on the web site. There is no way to guarantee that every container

is a clean container. Mr. Coates commented that the Plymouth health officer has a standing boil order on one of the springs in Plymouth. JP Morrison asked if the spring can be shocked once a year. Ms. Cote replied that they used to do this in the spring and the fall. Mr. Coates commented that the town does not want to set the expectation that this is public drinking water.

**Public Comment:**

Barbara Greenwood commented that the summer concerts end this Friday and they have been well attended. People who have talked to her are very much in favor of the concerts and they are concerned about the funding for next year. Mr. Lagueux replied that he would like to see this continue in a collaborative way with a donation.

Janet Cote asked if there was a discussion regarding the Mica lot. Mr. Lagueux replied that there was a presentation from Reed Wilson and he is ready to go. There is an action item to get the fence installed and then he can do his work. Ms. Cote asked if a dedication was discussed. Mr. Alpers replied that it has not been discussed at this time. Ms. Cote commented that she would like to submit Mason Westfall for consideration as he did a lot for Bristol.

Mr. Alpers made a motion to adjourn, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan