

Minutes

Bristol Select Board

September 1, 2016

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

Absent: Les Dion

Others Present: Public members.

Minutes: Mr. Alpers made a motion to approve the public and non-public minutes of August 22, 2016, seconded by Mr. Manganiello. Mr. Manganiello commented that there were details missing in the minutes from the meeting. The minutes were tabled until the September 15, 2016 meeting.

Consent Agenda: Mr. Alpers made a motion to approve the consent agenda dated September 1, 2016, to include the items named therein, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Staff Update-Finance: Cassandra Pearce presented updated to the Board. Ms. Pearce commented that she is plugging away at the finance end of things. She suggested that a few of the budget accounts be consolidated, mostly the salary and vehicle lines. She commented that there are too many lines in the chart of accounts and that this makes for a lot to balance. There will still be back up information for each line. Each department will have a vehicle maintenance line but not for each individual vehicle. This will be the same for salaries, not every position will be listed and they will be consolidated into one salary line. Mr. Manganiello asked if the Board will have the information that makes up the line. Ms. Pearce replied that yes, the backup information from the department for each line will be available. Mr. Alpers commented that he would like to see what this looks like first. He is not sold on the salaries lines being consolidated. Ms. Pearce informed the Board that she met with the auditor and GASB 34 still needs to be implemented and she will work on this.

Personnel/Appointments: Mr. Coates updated the Board on the Fire Chief search. There was a meeting with the whole Fire Department staff. The meeting was a facilitated discussion regarding the fire Chief search so the department felt that they had a voice in the process. A job announcement was given to the Board and it was decided that instead of the 20 minute commute requirement it is more appropriate to say contiguous community. Mr. Alpers commented that the contiguous community wording was used to not limit the pool of applicants. Mr. Morrison commented that he would like to see the candidate living close to this area so that hopefully they would migrate here. Ms. Pearce informed the Board that the announcement will be posted on the town bulletin board and the web site. The announcement will take some time to post in the newspapers. Mr. Alpers commented that the NHMA will be the best place to post it. Mr. Coates commented that the fire academy is helping to craft scenarios and questions for

the interview rounds. Mr. Alpers commented that hopefully an offer can be made at the beginning of December and someone can be here at the beginning of the year.

Candidate Presentation: Bill Bolton informed the Board that he is running for Grafton County Commissioner. Mr. Bolton presented his background and experience and what he wants to do to serve the community.

Fire Department Intern Program: Mr. Coates informed the Board that the contract that the interns sign was given to Primex to review. Primex made updates to the documents, policy, and job description. One key question is the classification of the interns. If they are classified as interns they are not covered under workers comp insurance. One suggestion is to take out the full waiver language out of the policy. State law has a statutory cap on lawsuits. Mr. Coates asked the Board how comfortable they were taking out the language that the interns won't sue the town. Mr. Alpers commented that there is no case law on waivers. The town has been quite successful with interns and while they are not certified they are not asked to do a lot at fire scenes. Mr. Alpers continued to comment that the lawyers picked up on naming them as interns and he wants to make sure to protect the town but also protect the interns. The Board was in consensus to take the language out of the policy. Mr. Morrison asked how this affects the overall rate. Mr. Coates replied that it moves them towards being employees and it would raise the rate somewhat. Mr. Alpers commented that it would be based on a \$1,700 salary so it's not a lot. Mr. Lagueux commented that naming the interns as employees would require the town to pay minimum wage. Mr. Alpers commented that having health insurance is a requirement. Ben LaRoche commented that this is the least expensive option at the end of the day and it's a good answer.

Smith Lot: Mr. Coates informed the Board that the Space Needs Committee has been talking about the lot next door and alternative sites. There was an agreement with the owners to clean up the property but they could not finish by the due date. There was a provision for this and a \$2,000 escrow check was received from the real estate company. Scott Lacroix contacted a fully insured company to clean out the building for \$2,000. Lucille Keegan and Hilda Bruno of the Historical Society walked through the property to see if anything of historical importance should be removed. It is suggested that a salvage company come in and take a look. Mr. Alpers commented that the site should be cleaned up and secured.

CIP: Don Milbrand sent an email to department heads asking about potential projects. Mr. Coates asked if the Smith Lot and the Pemi Trail should be part of the CIP plan. Mr. Coates commented that it seems too early to include the Smith Lot and the numbers are too hard to figure out right now regarding the Pemi Trail. Mike Vignale is going through the process but there is no solid number yet. Mr. Lagueux commented that there should be a ballpark number and then assign a low priority to it.

Raymah Simpson: Ms. Simpson gave the Board an update regarding the Boston Post Cane. Marion Burbank is 101 years old. She is in a nursing home but is still a resident of Bristol. Ms. Simpson talked to her son and he said she would love to receive it. Ms. Simpson suggested the Board go to her if she cannot come to Bristol. Mr. Lagueux commented that the Board can work around her schedule. Mr.

Alpers asked if other towns base the decision off the voters' checklist. Ms. Simpson replied that she is going to ask other town clerks what they do regarding this.

Ms. Simpson informed the Board that the Town Clerk/Tax Collectors office will be closed on September 8th and September 28th from 8:00-2:00. The office will be closed all day on Election Day.

Town Administrators Report: Mr. Coates informed the Board that there is a need to have a non-public session under 91:A 2-a.

The Jeffers Road discussion has been postponed.

The Eagle Scout project is moving along. The fencing will be installed on Tuesday by Superior Fence Co. Mr. Lagueux asked about the progress on the mica lot. Mr. Coates replied that Mark has cleared the lot up.

The Plankey Spring is still closed Carroll Brown is working with Jeff Chartier to get it cleaned.

Safe Routes to School project is just about completed and GMI is waiting for the fabricated rail. The next proposal application will complete the rest of the work with a sidewalk down Union Street and into the Central Street area.

On September 22, 2016 there is a Regionalization forum at the Old Town Hall at 6:00PM with area Select Boards and the School District. Mr. Alpers commented that the discussion will be around sharing services between the towns and school district.

Scott Lacroix is working with people on certain properties. Some of these cases are not moving along. Christina sent a memo regarding fines for violations. Mr. Coates wants to confirm that this is the process. Mr. Lagueux commented that the town needs to enforce its' responsibilities and the town should stay the course with this.

Select Board Items:

Mr. Alpers thanked the Old Home Day committee for a very successful day. There were lots of volunteers involved and it was well attended. The new K-9 was quite a hit and was well received.

Mr. Manganiello asked for the wage study spreadsheet to be made available to the public. Mr. Manganiello commented that the towns used in the recent wage study are not the same towns used in the 2007 study. He would like to understand what towns were asked to set the wage rates. Mr. Manganiello commented that since this will cost \$200,000 it should be a twostep process like the implementation of the first half was and that maybe the legislative body should have been involved.

Public Comment:

William Cote asked for clarification on a comment made by Mr. Alpers regarding the contiguous town requirement for the Fire Chief position but not for the Police Chief position. Mr. Alpers commented that he should have said that Fire Chiefs have historically been treated differently due to the nature of their

job. The Fire Chief is more hands on and on call more often. The contiguous community is an industry standard.

William Cote asked for clarification on the CIP decision regarding the Smith lot and Pemi Trail. Mr. Alpers replied that the numbers are too speculative right now.

Janet Cote asked if the wage study will be put on the web site. Mr. Lagueux replied that it will be. Janet Cote asked if the wage study was a Select Board/Town Administrator process. Mr. Lagueux replied that it was. Janet Cote asked if during the wage study process the job descriptions and ranges were adjusted to reflect positions in 2016. Mr. Coates replied that department heads looked at positions to see what was appropriate and then did what the wage study recommended and used those ranges. Mr. Lagueux commented that not all positions were increased. Janet Cote asked if the work was done with updated job descriptions. Mr. Coates replied that job descriptions have been updated all along. Janet Cote asked if contracts were affected. Mr. Lagueux replied that they were affected. Janet Cote asked if next year's merit wage is being waived. Mr. Alpers replied that employees will still be evaluated but there will be zero dollars in that budget line. Janet Cote commented that the Chief's threat of employees leaving made it seem that the Board was acting under that threat.

William Cote asked if there are two employees with contracts in town. Mr. Lagueux replied that there is one employee with a contract as one employee had left. William Cote asked if the Town Administrator and Police Chief salaries were impacted. Mr. Lagueux replied that they were. William Cote commented that in 2007, Bristol had a Town Manager at a higher rate of pay than a Town Administrator.

John Sellers commented that he thinks the Board overstepped their bounds and that Paul Manganiello and JP Morrison were blindsided. John Sellers commented that he is not saying that town employees don't deserve a wage increase at some time, but a decision was made without data. John Sellers commented that he is disappointed that the Board would not wait one week. Mr. Lagueux replied that it is not a fair statement to say that they did not all have the same information. JP Morrison commented that he didn't have it in front of him and just wanted to see the documentation but he was in favor of the wage study. Mr. Manganiello commented that the data they were requesting came out the next day but they didn't have the wage study data prior to the meeting.

William Cote asked if money will be moved around in the budget to do the wage increase. Mr. Coates replied that the department heads will manage their budgets accordingly.

Mr. Alpers made a motion to enter in non-public session under 91-A -2a, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Mr. Alpers made a motion to adjourn, seconded by Mr. Manganiello. The Board voted 4-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan

