

## **Minutes**

### **Bristol Select Board**

**June 29, 2017**

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

**Absent:**

**Others Present:** Christina Goodwin and members of the public.

Mr. Milbrand made a motion to go into non-public session at 5:30PM under RSA 91-A:3 II(a), (b), and (e), seconded by Mr. Manganiello. A roll call vote was held. The Board voted 5-0 in favor of the motion. Mr. Milbrand made a motion to come out of non-public at 6:25PM, seconded by Mr. Manganiello. A roll call vote was held. The Board voted 5-0 in favor of the motion.

The public meeting was opened at 6:30PM.

#### **Minutes:**

Mr. Manganiello made a motion to amend the minutes to add comments regarding the CADY Conference conversation at the June 15<sup>th</sup> Board meeting. The motion was seconded by Ms. Dion. The Board voted 5-0 in favor of the amendment.

Mr. Manganiello made a motion to approve the public and non-public minutes from June 15, 2017 as amended, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

**Consent Agenda:** Mr. Manganiello made a motion to approve the consent agenda dated June 29, 2017, to include the items named therein, seconded by Mr. Milbrand. The Board voted 4-0-1 in favor of the motion to approve the consent agenda.

#### **Memos:**

Christina Goodwin sent a memo to the Board requesting transfer station fees be waived in regards to the cleanup of the Cheerful Garden Restaurant property. Ms. Goodwin met with the owner's representative and he is not from Bristol. Ms. Goodwin is asking that the permit fee and the cost of tire disposal, \$36, be waived. The Board was in consensus to waive the fees.

Ms. Goodwin asked the Board if they would grant her the authority to waive the fees for yearly community event permits. Mr. Manganiello made a motion to authorize the Land Use Manager/Assessing Assistant to waive fees for yearly event permits as stated in the memo. The motion was seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion.

### **July 4<sup>th</sup> Planning Update:**

Christina Goodwin informed the Board that the golf carts fell through this year and that the UTV from the Highway Department is being used to shuttle people. One more vehicle is needed. Mr. Morrison offered the use of his electric car for the fireworks event. Ms. Goodwin updated the Board on the logistics for set up for the fireworks event. The Board thanked the Fireworks Committee and Ms. Goodwin for all the work that has been done.

Ms. Goodwin handed out a list of properties that have health issues that need to be resolved.

### **Fire Department Update:** Chief LaRoche presented the following updates to the Board:

The Hemp Hill tower project is moving forward. There were quite a few ledge issues which the Highway Department helped to resolve. The completion date is August 12<sup>th</sup> and it looks like everything will be done by then. The preliminary approval of the generator grant is expected sometime in July.

There have been multiple phone calls from residents who have had significant increases in their homeowner's insurance policies. The underwriters are changing people's ISO ratings to a 10. The ISO rating has to do with the distance of houses to hydrants and the fire station. Chief LaRoche has sent letters to inform the insurance companies that Bristol has an ISO rating of 5/5x.

Ambulance 2 is up for replacement next year and the ambulance committee is putting numbers together for a replacement. The committee is also looking at what vehicle will physically fit in the station.

EMS Contract presentation: Chief LaRoche informed the Board that he would like to hold a workshop in town to do a presentation on what EMS is, how it is done, and what the contract is.

The formula for the EMS contract came about in 2009. The cost for each town is based on transports the previous year and the percentage of calls that were EMS. That percentage is applied to the budget. The EMS budget divided by the total number of transports gives the cost per transport. This is the beginning number that is given to the towns. The town's number of transports multiplied by the cost per transport gives the base cost per town. Chief LaRoche commented that in all it's a fairly good contract and it helps offset the costs to Bristol. Even without the contracted towns, Bristol needs the same equipment and staff. Chief LaRoche commented that this year he would like to include the copier, cell phone, and computer expense lines and charge those lines to the EMS percentage. Chief LaRoche would like to do a 14 month contract in the next contract year and then move to a June 1<sup>st</sup> start date to the year. This way the contract is approved after town meetings in March and towns have time to sign the contracts. Mr. Milbrand suggested moving the contract date to July 1<sup>st</sup> as some towns may be on fiscal years.

Mr. Manganiello asked if it is possible to put staff at other stations if increased staff is needed in the future. Chief LaRoche replied that it is a good idea and broaches the subject of the bigger issue of staffing. The call department isn't as active and the department can't recruit at the levels needed. The

towns need to start working together. Chief LaRoche commented that he wants to reestablish meetings and workshops with the contract towns to continue these discussions.

**Transfers:**

Mr. Milbrand made a motion to transfer \$40,000 in to the Ambulance Capital Reserve Fund, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Mr. Manganiello made a motion to transfer from the town's General Fund to the Sewer Department's Operating Fund the amount of \$24,239.13 which is the total collected by the Town from May 1, 2017 to May 31, 2017 and to transfer from the Sewer Department's Operating Fund to the Town's General Fund the amount of \$65,839.92 which is the total paid by the Town for Sewer Department payroll and accounts payable expenses from May 1, 2017 to May 31, 2017. The motion was seconded by Ms. Dion. The Board voted 5-0 in favor of the motion.

Mr. Manganiello made a motion to transfer from the Town's General Fund to the Water Department's Operating Fund the amount of \$29,432.52 which is the total collected by the Town from May 1, 2017 to May 31, 2017 and to transfer from the Water Department's Operating Fund to the Town's General Fund the amount of \$101,308.34 which is the total paid by the Town for Water Department payroll and accounts payable expenses from May 1, 2017 to May 31, 2017. The motion was seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Ms. Dion made a motion to make a payment to the Police Special Detail Revolving Fund from the General Fund in the amount of \$16,590.00. This amount represents 2017 first quarter revenue and also to make a payment to the Town's General Fund from the Police Special Detail Revolving Fund in the amount of \$7,235.15. This amount represents 2017 first quarter payroll expenses. The motion was seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Mr. Milbrand made a motion to transfer \$2,387.50 from the Town Building Maintenance Fund to reimburse for lighting repairs in the Police Department and air conditioning repairs at the town offices. The motion was seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Mr. Milbrand made a motion to transfer \$1,126.49 from the Town Building Maintenance Fund to reimburse for the installation of a water heater in the Police Department. The motion was seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

**Summer Town Meeting:** The Board set summer town meeting for Saturday August 12<sup>th</sup> at 9AM at the Old Town Hall.

**July 18<sup>th</sup> Primary:** The Board members will each split shifts during the day to ensure that three members are present during the primary hours. There needs to be three Board signatures for the ballot box.

**Transfer Station Ordinance:** Fees will be discussed at the July 17<sup>th</sup> Board meeting.

**Contracts/Proposals:**

The CDBG authorization for Newfound Area Housing was signed by the Board.

Ms. Dion made a motion to approve the Dewatering Loan Commitment Letter from Northway Bank, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

The Northern Pass contract is on hold.

**Town Administrators Report:**

Mr. Coates informed the Board that the Finance Officer, Bob Blanchette has requested that weekly Account Payable manifests be started in July. The weekly processing will help take advantage of discounts and avoid late fees and charges. The Board was in consensus to start weekly accounts payable manifests.

**Select Board Items:**

Mr. Morrison asked if there needs to be more meetings or is everything getting done that needs to be done. Mr. Alpers replied that he is in touch with the Town Administrator a few times per week and everything is getting done. There should be a work session in July to do the personnel policy review and to work on employee relations.

The Board will meet on Wednesday July 12<sup>th</sup> at 5:00PM for a work session to work on goals.

**Public Comment:**

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

Respectfully submitted,

Wendy Costigan