

Minutes

Bristol Select Board

November 16, 2017

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

Absent:

Others Present: Fire Chief Ben LaRoche and members of the public.

Mr. Manganiello made a motion to go into non-public session at 5:05PM under RSA 91-A:3 II(a), (b),(c), and (e) seconded by Ms. Dion. A roll call vote was held. The Board voted 4-0 in favor of the motion. Mr. Milbrand arrived at 5:15PM. Mr. Manganiello made a motion to come out of non-public at 6:10PM, seconded by Mr. Milbrand. A roll call vote was held. The Board voted 5-0 in favor of the motion.

The public meeting was opened at 6:10PM.

Minutes:

Mr. Manganiello made a motion to approve the public and non-public minutes from November 2, 2017 and November 9, 2017, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion. Mr. Milbrand made a motion to seal the previous non-public minutes, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Consent Agenda: Mr. Manganiello made a motion to approve the consent agenda dated November 16, 2017, to include the items named therein, seconded by Mr. Milbrand. Mr. Alpers added in the application for the TAN to the consent agenda. The Board voted 5-0 in favor of the motion to approve the consent agenda as amended.

Thank you and Appreciation:

The Select Board thanked the Downtown Decorating Committee and Community Events Committee for all their hard work and commitment to the community. The Board sincerely appreciates the efforts of all the committee members. Certificates of Appreciation were given to committee members.

Deputy Fire Chief Position Update:

Chief LaRoche presented updates regarding the proposed Deputy position to include a breakdown of fire prevention activities, public education hours, training officer duties and hours needed, the impact of an extra responder, and a job description. Chief LaRoche commented that the new position will help the sustainability of the Fire Department and how it delivers EMS. Chief LaRoche recommended that 20% of the salary and benefits be figured in the EMS contract formula. Chief LaRoche recommends that

the new position be included as a warrant article at Town Meeting. The cost of the position for 2018 is approximately \$40,000 and the cost in 2019 is \$50,674.96. The Board thanked Chief LaRoche for the information and will take this under advisement for the upcoming budget discussions.

Swim Lines:

Mr. Alpers commented that in response to a letter received by a Board member that the agreement that the town has with property owners will drive what the Board supports in regards to the swim lines.

Personnel Policy Approval:

Mr. Coates commented that an earned time policy can be looked at early next year. Mr. Coates will develop a checklist to go along with the exit interview for employees leaving employment. The employees will sign off on the checklist before leaving employment. Mr. Manganiello asked for clarification on the earned time policy. Mr. Coates replied that an extra column would be added for tracking time for current employees and the town council will help set up this process. Mr. Alpers commented that current employees can be grandfathered into the old system and new employees will start under the new earned time system. Mr. Coates recommended that an employee training on the approved personnel policy be held as employees will have to sign off on the new policy. An employee training/holiday luncheon will be held on December 14th at 10:00AM for the training and an employee holiday luncheon will be held at noon following the training.

Health Insurance:

Mr. Coates informed the Board that information on alternative plans is in the binders. The Board reviewed the plans. Mr. Alpers requested that a breakdown of benefits be included for the current plan and for the proposed plans. Mr. Alpers requested that FSAs and HSAs be looked into also. Mr. Coates will work with the Finance Officer to get the information requested.

CIP Presentation:

Mr. Milbrand informed the Board that the CIP is charged with planning out capital expenditures to even out capital spending so there are no spikes in the tax rate. Mr. Milbrand presented this year's CIP recommendations. Police: replenish the police cruiser capital reserve account with \$49,500 to keep the account at \$50,000 to be used for a new cruiser. Public Works: no vehicles are expected to be replaced next year but \$120,000 is recommended to be placed in the capital reserve account to even out the costs of future replacement purchases. Transfer Station: there is \$207,000 in the enterprise fund that was received from the Co-op. Paving: \$250,000 has been recommended for paving. Fire: \$50,000 is recommended to be placed in the capital equipment fund for a fire engine in future years. The replacement cost for Ambulance 2 is \$200,000 with offsetting funds from the enterprise fund. Kelley Park: \$20,000 is recommended to update the master plan and to have a charrette to revise the Kelley Park master plan. Town General: \$110,000 is recommended for building space needs that represents a 20 year bond issue for 1.5 million dollars. The Board thanked Mr. Milbrand and the CIP for all their work on this report.

Schedule:

Mr. Coates informed the Board that they will be meeting on December 7th and 21st. The Board will also attend the employee training and luncheon on December 14th. The Board will have a meeting when the tax rate is set. There is a combined Select Board/Budget Committee meeting on December 2nd at 9:00AM at the Old Town Hall for department head budget presentations.

Town Administrators Report:**Select Board Items:**

Mr. Morrison asked for an update on the ice rink boards. Mr. Coates commented that he received a letter from Lebanon that they were interested in the snow blower and boards. The liner is ripped. The representative from Lebanon never showed or responded.

Mr. Morrison asked for clarification on revenue that appears to be \$750,000 over. Mr. Coates replied that he will work with the Finance Officer and report back to the Board and Budget Committee regarding this.

Ms. Dion was approached by Stand Up Newfound to request that a bulletin board be placed in the town offices for monthly updates and notices. Stand Up Newfound will buy the bulletin board and change the notices monthly. The Board is in consensus to allow a bulletin board from Stand Up Newfound.

Mr. Manganiello commented that the Planning Board will have three items on the warrant to include the definitions of kennels, stables, and wineries, distilleries, and brewpubs.

Mr. Milbrand commented that the county assessing penalties for late payment of their county bill should be changed at the state level and that he will talk to senators regarding this. Towns should be able to pay once the tax bills go out and the money comes in. Mr. Alpers commented that towns should be able to at least pay quarterly or twice a year.

Public Comment:

Wayne Anderson asked for clarification on the TAN. Mr. Alpers replied that this is a tax anticipation note and the town is borrowing \$750,000 at an interest rate of 1.13% to help pay for the county bill. Once taxes start to come in the town can usually pay the loan off quickly. Mr. Alpers commented that it is a good management practice to put a TAN in place as a safety net for the town. Mr. Milbrand commented that the only cost is the application fee until the town uses the TAN.

John Sellers asked what the payment to the county is. Mr. Alpers replied that the bill is estimated at about one million dollars and it is due in mid-December.

John Sellers asked what the amount of the outstanding receivable taxes is. Mr. Alpers replied that there has been no update from the Tax Collector regarding this.

Barbara Greenwood commented that the police chief ad was worded well and will help in the search for a new Police Chief.

Mr. Manganiello made a motion to adjourn, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion. The meeting was adjourned at 7:30PM.

Respectfully submitted,

Wendy Costigan