

**Minutes  
Bristol Select Board  
November 21, 2019**

**Present:** Select Board members: Chair Les Dion, Vice Chair Don Milbrand, JP Morrison, Wayne Anderson, Rick Alpers, and Town Administrator Nik Coates.

**Absent:**

**Select Board Work Session:** Finalization of 2020 Select Board budget and preparation of Budget Committee presentation.

**Public Session:** Chair Dion opened the public meeting at 6:00.

**Others Present:** Jeff Chartier, Water & Sewer Superintendent; Robert Blanchette, Finance Director; James McIntire, Police Chief; Representative Ned Gordon; Brittany Overton, Library Director; and other members of the public.

**Meeting Minutes:** Mr. Alpers made a motion to approve the minutes of October 16, 2019 as written. Seconded by Mr. Milbrand. There was no discussion. The Board voted 3-0-2 in favor of the motion to approve the minutes.

**Consent Agenda:** Mr. Milbrand made a motion to approve the consent agenda dated November 21, 2019, to include the items named therein, seconded by Mr. Alpers. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

**Water/Sewer Solar Project LOU:** On behalf of Paul Bemis, Energy Committee Chair, Mr. Coates requested that the Select Board authorize him to sign a Letter of Intent (LOI) from Barrington Power. The reason for signing before Town Meeting is to assist Barrington Power in securing the 30% federal tax benefit. The LOI has been reviewed by Town Counsel and changes were made and accepted by Barrington Power. The LOI is nonbinding if the project does pass at Town Meeting. Mr. Alpers made a motion to authorize Mr. Coates to sign the Letter of Intent from Barrington Power for the Water/Sewer Solar Project. Seconded by Mr. Milbrand. No further discussion took place. The Board voted 5-0-0 in favor of the motion.

**Sustainability Committee:** Brittany Overton, Library Director submitted the charge for the proposed Sustainability Committee. Discussion followed on the wording of the charge. Mr. Coates suggested the Committee take over the Household Hazardous Waste day as Tom Keegan will no longer be running that. Mr. Anderson made a motion to create a Sustainability Committee on behalf of the Town of Bristol. Mr. Alpers amended the motion to appoint Nancy Dowey as the Chair and Brittany Overton as Vice Chair, no further discussion. The Board voted 5-0-0 in favor of the motion. Mr. Coates will work with Ms. Overton on revising the charge and obtaining a list of members for the Select Board's approval.

**Authorization of Borrowing:** Finance Director, Robert Blanchette requested authorization to borrow \$500,000 from Water & Sewer Capital Reserves and a \$1 million TAN from Northway Bank. This is a cash flow issue not a shortfall on the budget. Two SAU bills and the County bill are due which total approximately \$1.5 million dollars. Taxes aren't due until 12/30/19. Discussion followed on what can be done next year to avoid borrowing which included ways to get the tax bills out earlier and possibly switching to a July 1 fiscal year. Mr. Milbrand requested that the latter be put on the agenda at a future Select Board meeting. Mr. Alpers made a motion to approve the borrowing of \$1.5 million dollars. Mr.

Anderson seconded. The Board voted 5-0-0 in favor of the motion. Steve Moore asked the Board if they have considered incentivizing early tax payments. Discussion followed on this idea.

**Acceptance of Donated Funds:** The Friends of the Minot-Sleeper Library raised \$700 and would like to donate it to support the Community Garden project. Mr. Coates asked the Board to accept the donation for this intent. Mr. Alpers made a motion to accept \$700 from the Minot-Sleeper Library fundraiser to be used for the Community Garden project. Seconded by Mr. Milbrand. The Board voted 5-0-0 in favor of the motion.

**Transfer Station/Highway Trailer Purchase Request:** A comparison on purchasing or renting a trailer to store and haul cardboard to Ashland to be recycled was submitted by Mark Bucklin, Highway Superintendent. It will cost \$2,200 to rent a trailer for six weeks as opposed to \$5,385 to purchase one, therefore it is more cost effective to purchase a trailer. Mr. Bucklin also listed other uses for the trailer in case the recycling use does not come to fruition or it can be sold. Mr. Alpers made a motion to approve the purchase of the landscaping trailer for \$5,385. Mr. Anderson seconded. The Board voted 4-1-0, motion passed.

**Finance/HR Software Purchase Discussion:** Finance Director, Robert Blanchette has been researching Finance/Human Resources software to replace our current system which is no longer functional for our needs. He checked into three systems and received their bids. Mr. Blanchette recommends NH based Municipal Technology Systems from MRI which was made specifically for NH municipalities. Positive aspects to the system were discussed such as an employee self-serve portal, time tracking, and integration with State forms. The one-time purchase is \$22,000 and additional costs would be conversion from the old system which will be credited if training for \$1,500 is done and annual upkeep of \$4,400. The employee module is \$5.50 a month per employee. Mr. Morrison asked if a payroll company has been considered. Mr. Blanchette replied that the last time he looked into that it was approximately \$16,000/year. It was decided to have a representative from MRI give a presentation at the next Select Board meeting.

**Town Administrator's Report:** None

**Select Board Items:** Mr. Morrison brought in sympathy cards to be signed by the Select Board. He asked Mr. Blanchette if he is comfortable with MRI for a finance software company and Mr. Blanchette replied that he is. Mr. Morrison said that if it saves time, it will save money therefore it is a great idea.

Mr. Anderson said he was glad the Transfer Station is moving forward with the cardboard trailer. He added he is highly supportive of the new finance software.

**Public Comments:** None

**Non-Public Session:** Mr. Alpers made motion to enter nonpublic session per RSA 91-A, II (a) and (b) at 7:18 PM. Seconded by Mr. Milbrand. Roll call vote taken. 5-0-0 in favor, motion carried. Motion made by Mr. Anderson to leave nonpublic session at 8:28 PM. Seconded by Mr. Milbrand. Roll call vote taken. 5-0-0 in favor, motion carried. Motion made by Mr. Anderson to seal the minutes. Seconded by Mr. Milbrand. The Board voted 5-0-0 in favor, motion carried. Motion made by Mr. Anderson to adjourn public meeting at 8:30 PM, seconded by Mr. Milbrand. All in favor. 5-0-0 in favor, motion carried.

Respectfully submitted,

Wendy Smith