

Bristol Select Board
Meeting Minutes
February 3, 2022

Work Session: Chair Milbrand opened the work session at 3:03pm. The Board met with Underwood Engineers and Eric Law from USDA to gather information and funding options for the Sewer Extension project. The purpose of this work session was to get up to date information on the design work, cost estimates, and costs to the users and taxpayers. Mr. Chartier discussed his tour of the Perkins Pond Sewer system in Sunapee which built low pressure sewers funded by the USDA. Mr. Coates discussed his conversations with the Town Supervisor from Lake George, New York, about the sewer projects they built to protect the lake. This Work Session was recorded and is posted on the Town website, and on the Community TV Station Channel 24 for interested parties to view.

<https://www.townofbristolnh.org/water-sewer/pages/sewer-extension-lake-project>

Present: Select Board members: Chair Don Milbrand, Anita Avery, Shaun Lagueux, JP Morrison, Les Dion, and Nik Coates, Town Administrator

Absent: none

Others Present: Keith Pratt, Drew Blair, Tim Puls, Underwood Engineers; Walter Waring, Herb D'Arcy, Kevin MacCaffrie, John Sellers, Ernie Richards, Richard Talbot, Janet Metcalf, Richard Metcalf, Cheryl Cizewski, Community Members; Jeff Chartier, Water and Sewer Superintendent; Nancy Dowey, Sustainability Committee Member; Bill Dowey, Economic Development Committee Member; Ben LaRoche, Fire Chief; James McIntire, Police Chief; Cade Overton, Media Manager; Deborah Clarke-Tivey, Administrative Assistant; remote- Eric Law, USDA

Nonpublic Session Per RSA 91-A:3, II (a) and (c) Mr. Lagueux made a motion to enter into nonpublic session under NH RSA 91-A:3, II (a) and (c) motion was seconded by Mr. Morrison. Roll call vote to enter nonpublic session: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Morrison, yes. The Board voted 5-0-0, in favor of the motion. The motion passed. Nonpublic session entered at 5:13pm.

Motion to leave nonpublic session and return to public session was made by Mr. Lagueux. Motion seconded by Ms. Dion. Roll call vote taken: Chair Milbrand, yes; Mr. Lagueux, yes; Ms. Avery, yes; Ms. Dion, yes; Mr. Morrison, yes. The Board voted, 5-0-0, in favor of the motion. The motion passed. Nonpublic session adjourned at 5:28pm.

Public Hearing: Proposed Authorization of a Bond or Note in Excess of \$100,000.00

Chair Milbrand opened the public hearing at 5:32pm by having Chief LaRoche lead the Pledge of Allegiance. This public hearing was in accordance with RSA 33:8-a for the purpose of discussing the proposed authorization of a bond or note in excess of \$100,000.00 relating to the construction of the Public Safety Building. The purpose of this public hearing was to discuss the bond funding options and listen to comments on the bond options. Mr. Coates reviewed the bond funding options one by one from the New Hampshire Municipal Bond Bank and Northway Bank. He presented the following loan information from the New Hampshire Municipal Bond Bank: 10 year loan at an interest rate of 2% would impact the tax rate \$1.18 to \$0.88 in years 1 to 10 of the loan, 20year loan at an interest rate of 3% would impact the tax rate \$0.79 to \$0.44 in years 1 to 20, a 25 year loan at an interest rate of 3.25% would impact the tax rate \$0.71 to \$0.36 in years 1-25, and a 30 year loan with an interest rate of 3.50%

would impact the tax rate \$0.67 to \$0.30 in years 1 to 30. Northway Bank's rates were a 10 year note with an interest rate of 2.55%, a 15 year note at an interest rate of 2.65%, and a 20 year note at an interest rate of 2.85%. Mr. Coates let the Board know that no figures from Northway Bank were available on the tax rate impact. He went on to explain that if in the future the Town wanted to refinance, Northway Bank's process for refinancing was much easier than New Hampshire Municipal Bond Bank's process. Mr. Coates let the Board know that there were no fees associated with borrowing from either lender, but Bond Counsel would have fees in order to evaluate the Town's credit worthiness and such, but he saw no problems with that.

The Board discussed the retiring of loan payments on the library and fire engine #4. They reviewed and discussed the principal, rates, interest, and payment for each loan option. Mr. Coates let the Board know that the first payment on the Public Safety Building project would not be made until 2023. The last library payment is being made this year and fire engine #4 was paid off last year. These two loan payments impact the tax rate by about 29 cents. Chair Milbrand reported to the Board how the repayment schedule differs between the two lenders. He explained that one has equal payments with the same principal and the amount of interest goes down every year. The other's payments are like a mortgage: Equal payments are made and the principal and interest changes as the payment schedule is worked through, changing the payment.

Mr. Coates stated that in the past, the Board has said it makes more sense to go with shorter-term loans in order to be aggressive in the payoff. Mr. Milbrand and Mr. Lagueux stated that this is a bigger project, and a loan may need to go out further. The Board will need to look at other projects and the needs of the Town before making that decision. The Board will look at balancing the Town's future projects and what they believe the taxpayers will support.

Public Comments: Mr. Sellers wanted assurance that the project would not exceed the proposed Four million eight hundred seventy-five thousand five hundred dollars (\$4,875,500.00). Mr. Coates and Mr. LaRoche stated that this is the Guaranteed Maximum Price (GMP) from Groen. Mr. Sellers inquired about where the Sewer Extension project stood, and he stated that the cost of the Sewer Extension project needed to be weighed into this discussion and referenced the interest payments between the two lenders.

Mr. Richards inquired as to how long the interest rates were good for. Mr. Coates stated the rates are examples for now and the final rates will be secured when the Town seeks out the bond officially should the project pass.

Ms. Metcalf asked the Board if there would be a proposal for the project ready for Town Meeting. She was interested in knowing if the Board looks ahead to see what other projects are on the horizon for the Town when making decisions about loan options. Mr. Milbrand said yes, this is the purpose of the CIP.

Close Public Hearing: Mr. Milbrand closed the public hearing at 6:12pm.

Public and Nonpublic Meeting Minutes: Mr. Morrison made a motion to accept the minutes of January 20, 2022, public and nonpublic meeting minutes, as written, seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Consent Agenda and Manifests: Ms. Dion made a motion to approve the Consent Agenda dated, February 3, 2022, to include the items named therein, motion seconded by Ms. Avery. Mr. Lagueux

inquired about the Police Capital Reserve fund listed in the Consent Agenda. Chief McIntire explained it was to pay the final outfit on the cruiser. The Board voted 5-0-0, in favor of the motion. The motion passed.

Finalize Warrant and Vote: Mr. Coates updated the Board on changes since the Board last looked at the Warrant. The changes he presented were the finalized cost of the Public Safety Building - the updated amount being \$4,875,500.00. He reported that there were no petition Warrant Articles submitted and let the Board know that Ms. Goodwin sent a proposed Warrant Article that proposes to reduce the Conservation Commission membership. The Board voted to place items on the Warrant and then voted whether to recommend or not recommend Warrant Articles.

Chair Milbrand made a motion to place Article 10: Public Safety Building on the Warrant, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Ms. Dion made a motion that the Select Board recommend Article 10, motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to place Article 12: Contingency Fund for Unanticipated Expenses on the Warrant, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Morrison made a motion that the Select Board recommend Article 12, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Lagueux made a motion to place Article 13: Patriotic, Recreation and Special Events on the Warrant, motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion that the Select Board recommend Article 13, motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Morrison made a motion to place Article 14: Capital Reserve Funds on the Warrant, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion that the Select Board recommend Article 14, motion seconded by Mr. Morrison. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Avery made a motion to place Article 15: Accrued Wages Capital Reserve Fund on the Warrant, motion seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Ms. Avery made a motion that the Select Board recommend Article 15, motion seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Lagueux made a motion to place Article 16: Fire Department Capital Reserve Fund on the Warrant, motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Ms. Dion made a motion that the Select Board recommend Article 16, motion seconded by Mr. Lagueux. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Mr. Lagueux made a motion to place Article 17: Lease Hub66 on the Warrant, motion seconded by Ms. Dion. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed. Mr. Lagueux made a motion that the Select Board recommend Article 17, motion seconded by Ms. Avery. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Ms. Dion made a motion to place Article 18: Conservation Commission Member on the Warrant, motion seconded by Mr. Morrison. No discussion. The Board voted 5-0-0, in favor of the motion. The motion passed.

Town Administrator's Report: Mr. Coates asked the Board to review the proposed Select Board meeting schedule and asked the Board to send him any comments or feedback they might have regarding the meeting schedule. He asked the Board if they would like to have the honorees of the Town Report Dedication come in for the March 3, 2022, Select Board meeting to have a ceremony with the Board. The Board thought this was a great idea.

Select Board Items:

Mr. Morrison would like one page talking points/fact sheet for each Warrant Article ready for the Town Meeting. He was happy to see that the Red Fox mirror had survived the winter so far.

Ms. Dion let the Board know that some funds have already been donated to the Kelley Park Building project. The committee hopes to continue fund raising for this project and to not ask the Town for funds.

Chair Milbrand let the Board know that he had received an email asking if the Board was interested in a presentation on the Crisis of Solid Wastes. He will contact the presenter and ask if a presentation could be done in fifteen minutes or less at a future Board meeting.

Public Comments: none

Mr. Lagueux made a motion to adjourn the meeting at 6:51pm, seconded by Ms. Avery. The Board voted 5-0-0, in favor of the motion. The motion passed.

Respectfully submitted,
Deborah A. Clarke-Tivey