

Minutes

Bristol Select Board

January 18, 2018

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

Absent:

Others Present: members of the public.

Mr. Manganiello made a motion to go into non-public session at 5:05PM under RSA 91-A: 3 II (c), (d), and (e) seconded by Mr. Morrison. A roll call vote was held. The Board voted 5-0 in favor of the motion. Mr. Manganiello made a motion to come out of non-public at 6:00, seconded by Ms. Dion. A roll call vote was held. The Board voted 5-0 in favor of the motion.

The public meeting was opened at 6:05PM.

Non-Public Minutes: Mr. Manganiello made a motion to seal the previous non-public minutes, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Police Department Update:

Lt. Kris Bean introduced Dakota Van Tassel and informed the Board that Officer Van Tassel has completed the Police Academy and graduated this past December. The Board congratulated Officer Van Tassel on this achievement.

Town Clerk Raymah Simpson conducted a swearing in ceremony for two new officers. Eli Schaffner and Christopher Carter were sworn in as officers for the Town of Bristol. The Board congratulated the new officers and thanked their families for attending.

Minutes:

Mr. Milbrand made a motion to approve the public and non-public minutes from January 8, 2018, seconded by Mr. Manganiello. The Board voted 5-0 to approve the minutes as presented.

Consent Agenda: Mr. Manganiello made a motion to approve the consent agenda dated January 18, 2018, to include the items named therein, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion to approve the consent agenda.

NLRA Kiosk: Boyd Smith from Newfound Lakes Region Association approached the Board seeking permission to construct a kiosk at the Mill Stream park site. The plan is to create a new kiosk that the town and the NLRA would share. Mr. Smith asked for conceptual approval for the design. The NLRA

logo would be on the kiosk welcoming people to Newfound Lake. The Town of Bristol logo would be on the kiosk also. The next step would be the design with the town's assistance. NLRA will provide the funding for the sign. Mr. Manganiello commented that the plan mentions construction assistance from the town. Mr. Smith replied that he is asking for help from the town to dig foundation holes perhaps using the town backhoe. Mr. Alpers commented that Mr. Smith should work with Land Use and Planning on the permitting for the kiosk. The Board was in consensus of approving the design and construction of the kiosk.

Warrant Articles: The Board will vote on warrant articles at the next meeting.

Town office/Police Department Building project: Cris Solomon provided updated drawings and cost estimates. Mr. Alpers commented that the total cost in the warrant article is \$2,650,000 for the construction of a new town hall and renovations to the Police Department which includes a sally port, a minor lift, and other renovations to the current building. \$400,000 from the unreserved fund balance will bring the amount that needs to be borrowed to \$2,250,000. This amount will be bonded. Mr. Coates informed the Board that the interest rate at Northway Bank is 3% for an 11 year bond with a \$250 fee. The Bond Bank rates are 2% for 5 years, 2.16% for 10 years, and 2.86% for 20 years. The fees are typically a couple thousands of dollars. The Board discussed the wording of the article in regards to the fund balance use. Mr. Coates commented that he did go to DRA for the wording but can find different wording to capture the intent of the fund balance usage.

Contingency Fund: The warrant article funds the contingency at \$25,000 from the unreserved fund balance for unanticipated expenses that may arise. Mr. Manganiello commented that the contingency fund was not used in 2017.

Central Street project: The warrant article is to raise \$53,000 for drainage, roadway, and sidewalk improvements on Central Street. Mr. Manganiello commented that this amount goes with the state grant of \$82,000. Mr. Alpers asked Mr. Coates to add wording in that the town received state money for this project.

Deputy Fire Chief: The warrant article is in the amount of \$41,801 for the purpose of hiring a full-time permanent Deputy Fire Chief. Mr. Manganiello asked Chief LaRoche why the warrant article is not for an EMT/Captain position that can fill empty shift. Mr. Manganiello commented that this seems more palatable as the need is mostly an EMS need. Chief LaRoche replied that 68%-70% of the calls are EMS but that there were 360 fire calls last year also. There is a severe problem getting call members to participate more. This new position frees up those who go on these calls from doing fire prevention work. There is 600 hours of fire prevention and inspection work that needs to be done during the year. This position takes over the fire prevention work; training, vehicle maintenance, and fire alarm work that shift officers do now but don't have time to do. This position would be a salaried role so it would not be overtime eligible. Mr. Alpers requested a breakdown of fire, EMS, and second calls for the next meeting.

Transfer Station: The warrant article is in the amount of \$250,000 for engineering and permitting for Phase 1 of the reconstruction of the Transfer Station. Mr. Alpers commented that at the previous

meeting the Board talked with Mark and Mike Vignale and they felt that the project could be done for \$200,000 by taking out the paving so there may not be a need to raise and appropriate any more money for Phase 1. Mr. Coates will talk with Mark Bucklin in regards to this.

Pemi Pathway project: The warrant article raises \$140,000 to complete an environmental assessment of the second phase of the multi-use pathway. Mr. Alpers commented that he thinks this should be put off until Phase 1 is complete. Mr. Coates commented that there could be a matching grant available that needs to be researched.

Fiber Optic Network: The warrant article raises \$50,000 for establishing a fiber optic network for Town-owned buildings with \$25,000 of this funding coming from offsetting grants. The article is contingent upon the receipt of those grants. Mr. Coates commented that this project will connect to a fiber network for higher processing speeds and for more security for data. The school district is doing this type of project now.

Fireworks: The article raises \$14,000 for the purpose of a Fourth of July fireworks display, operations, and ancillary costs.

Capital Reserve Funds: The total amount to be raised is \$375,000 for the following capital reserve funds previously established: Accrued wages CRF-\$75,000, Assessment Reval CRF-\$35,000, Bicentennial CRF-\$10,000, Fire Department (Fire engine) CRF- \$50,000, Highway Equipment CRF- \$140,000, Town Building Maintenance CRF- \$15,000, and the Police Vehicle CRF- \$50,000. Mr. Alpers commented that the amount of the Accrued Wages request has increased due to a couple of department heads who are close to retirement and the payout will tax the account. Mr. Coates commented that the Town Building Maintenance request has increased as the fund has been depleted due to expenditures last year. There is also money in the request to do some maintenance projects if the building project does not pass at Town Meeting. Mr. Manganiello commented that the police detail revolving fund has \$35,500 in there and that money can be used to buy a cruiser and that the \$50,000 can be taken off the CRF warrant. Mr. Coates commented that he talked to NHMA and their opinion is that the police detail account can only be used for things that are dedicated to police details. Mr. Alpers commented that DRA approved the fund to purchase cruisers and that he thinks \$25,000 can be taken off the \$50,000 request. Mr. Manganiello commented that a cruiser may be able to be forgone this year. Mr. Milbrand commented that is why the fund was set up, so that a cruiser can be purchased when the town needs one. Mr. Alpers requested that Lt. Bean supply answers to these questions for the next meeting. Mr. Alpers commented that there could be a housekeeping article to rename the Police Detail Revolving Fund to the Police Revolving Fund.

Town Administrators Report:

Select Board Items:

Mr. Morrison commented that the Budget Committee has met for deliberations and has had questions. Mr. Coates replied that he does have written responses for those questions for the Budget Committee.

Mr. Manganiello commented that the Friends of the Old Town Hall met on January 10th and they are working with LCHIP in regards to the new kitchen. They have come up with a plan. They are requesting that Town Meeting take place at the Old Town Hall this year. Mr. Alpers replied that he is happy to vote there but that the high school is much more comfortable, has more bathrooms, and plenty of parking.

Mr. Alpers commented that 28 resumes were received for the Police Chief position and that the first round of interviews has been completed with 5 candidates interviewed. This has been narrowed down to 2 individuals who will be called in for second interviews in early February.

Public Comment:

John Sellers asked is the 20% of the Police Detail Fund revenue has been put in the General Fund. Mr. Coates replied that it has been.

Barbara Greenwood commented that the high school is the most practical place to hold Town Meeting as the Old Town Hall won't hold everyone and there is more parking at the high school.

Janet Cavanagh asked if the town pays for the use of the high school. Mr. Alpers replied that it is a nominal fee for set up and clean up help.

Erik Nelson asked who sets the wages for school employees and administration. Mr. Alpers replied that the School Board does.

Paul Simard asked if the Ayers Island Hydro Electric is one of the cases that have been resolved. Mr. Alpers replied that it is one of the cases resolved but there has been nothing finalized yet and no deed has been transferred.

Paul Simard asked what the surplus is that has been returned to fund balance this year. Mr. Alpers replied that a final report has not been received from the Finance Office yet for the end of the year balances and that the auditors haven't finished the audit of 2017.

Non-Public:

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

Mr. Morrison made a motion to adjourn at 8:25PM, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Respectfully submitted,

Wendy Costigan

