

Minutes

Bristol Select Board

February 1, 2018

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

Absent:

Others Present: Space Needs committee members and members of the public.

The public meeting was opened at 3:35PM.

Mr. Alpers reviewed the current building project proposal. The total cost of the project is \$2.65 million dollars which includes a new town office building, renovations to the current building for the Police Department, contingencies, and fees. The Select Board has agreed to use \$400,000 from the unreserved fund balance to lower the amount to \$2.25 million to be bonded. The Space Needs Committee wanted to have the total cost of the project at \$2.25 million dollars and then put the \$400,000 to make the total bonded at \$1.85 million.

The Select Board and Space Needs Committee discussed the project cost. Ned Gordon asked if the Select Board proposal includes a double sally port. Mr. Alpers replied that the design shows a double sally port. Sandra Heaney asked what the price difference between single and double is. Mr. Gehris from Milestone replied that there would not be a significant savings.

Mr. Alpers commented that to get down to the \$1.85 million contingencies would have to be backed down and take that risk or to eliminate projects out of the current building. Mr. Milbrand commented that to take anything out of this building doesn't make sense as the Police Department was the primary objective. Ms. Heaney commented that the Committee couldn't get enough savings even with a single story plan and that the Committee was convinced at their last meeting that this was as close to that number as they could get. Ms. Dion commented that she is comfortable with the \$2.65 million and that she would hate to see the contingencies go away if more can be done for the Police Department.

Mr. Manganiello commented that the money in the warrant article for the capital reserve funds could be put for gone and applied to the building article as a one year shot. Mr. Alpers commented that the reval is important to fund and the full measure and list is coming up in a few years. Mr. Gordon commented that the capital reserve fund warrant article can be kept as is and can motion to pass over if the building project passes. Mr. Alpers commented that the warrant article will still need to be gross appropriated at \$2.65 million and the details of this plan with the capital reserve fund article will need to be articulated and presented at Town Meeting. Mr. Alpers commented that the warrant article will

be gross appropriated at \$2.65 million with \$400,000 coming from the unreserved fund balance less the capital reserve fund savings if the article passes.

Mr. Coates informed the Board and Committee that the bond bank has better interest rates now. The rates at Northway Bank are as follows: 5year bond at 2.5%, 10 year bond at 3%. And 15 year bond at 3.25%. The bond bank rates are as follows: 5 year at 2.25%, 10 year at 2.5%, and 15 years at 2.99%. The bond bank has eliminated their fees.

The Select Board and Space Needs Committee will hold several open house/tours of the police department and town office to help educate the public on the project.

The Board meeting was recessed at 4:30PM.

The meeting was reopened at 5:05PM.

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. Milbrand. A roll call vote was held. The Board voted 4-0 in favor of the motion. (Mr. Morrison came in late). Mr. Manganiello made a motion to come out of non-public at 6:00, seconded by Mr. Milbrand. A roll call vote was held. The Board voted 5-0 in favor of the motion.

Public session was opened at 6:05PM.

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

Minutes:

Mr. Milbrand made a motion to approve the public and non-public minutes from January 18, 2018, seconded by Mr. Manganiello. Mr. Manganiello amended the minutes to remove a sentence on page 3. The Board voted 5-0 to approve the minutes as amended.

Consent Agenda: Mr. Manganiello made a motion to approve the consent agenda dated February 1, 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.

New Hampshire Retirement System Pre-tax Shelter: Mr. Manganiello made a motion to have the Town of Bristol enter into the New Hampshire Retirement System pre-tax shelter plan, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion.

Mr. Milbrand commented that the employees have a lot of post-tax dollars in the system and wanted to know that the money won't be taxed later on what's in there now. Mr. Coates replied that New Hampshire Retirement System will be able to keep track of this.

Fire Department Billing Rates: Chief LaRoche informed the Board that the billing rates have not been changed since 2014. There have been increases in operational costs and decreases in the Medicare rates since 2014. The top 50 billing rates from Comstar were looked at as well as NH average billing

rates. The proposed rates are mostly right around the state average. The proposed rates are listed below:

Charges	Current Rate	New Rate
BLS EMERGENCY RATE	\$775.00	\$868.00
BLS NON-EMERGENCY RATE	\$775.00	\$868.00
ALS NON-EMERGENCY RATE	\$1,326.77	\$1,486.00
ALS1 EMERGENCY RATE	\$1,326.77	\$1,486.00
ALS2 EMERGENCY RATE	\$1,940.85	\$2,174.00
SPECIALTY CARE	\$2,147.71	\$2,405.00
MILEAGE	\$14.22	\$18.00
BRISTOL TREAT & RELEASE	\$51.50	\$60.00

Mr. Milbrand made a motion to approve the rates as presented, seconded by Mr. Manganiello. The Board voted 5-0 in favor of the motion.

Warrant Articles: The Board reviewed the following warrant articles.

Article 12: Article 12: To see if the Town will vote to raise and appropriate Two Million Six Hundred Fifty Thousand Dollars (\$2,650,000) to pay for the final design and construction of a new Town Office Building and the renovation of the existing Town Office Building into the Police Department with Four Hundred Thousand Dollars (\$400,000) to come from the unassigned fund balance and to authorize the issuance of not more than Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) of bonds or notes, in accordance with the provisions of the Municipal Finance Act, (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The first principal and interest payments will be included in the 2019 budget. (2/3 ballot vote required, polls open for one hour).

Mr. Milbrand moved to recommend Article #12, seconded by Ms. Dion.

Mr. Alpers commented that the Board met with the Space Needs Committee early today to go over the warrant article. Mr. Manganiello offered the idea to not fund the capital reserve fund article if the building project passes to offset the cost of the building. Mr. Alpers commented that article #17 and #19 can potentially come off the warrant to eliminate raising the funds. Mr. Manganiello commented that a dollar can come out of the tax rate if \$400,000 of savings is found. The reval capital reserve fund and accrued wages capital reserve fund should still be funded as some level though. Mr. Manganiello commented that when some debt is gone in 2021 and 2022 the capital reserve accounts can be paid attention to. Mr. Milbrand replied that the CIP will have a problem is funding the capital reserve accounts aren't funded for 3 years. There is finally an even tax rate with the current CIP plan. Mr. Milbrand asked if the intent is to put the money from Article #22 into Article #12. Mr. Alpers replied that it is not the intent and that Article #22 just comes out of the warrant if the building project passes and that the overall bonding is \$2.25 million.

The Select Board recommends Article #12 5-0.

Article 14: To see if the Town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$25,000 to put in the fund. This sum to come from unassigned fund balance. Any appropriation left in the fund at the end of the year will lapse to the general fund. (Majority vote required).

Mr. Milbrand moved to recommend Article #14, seconded by Mr. Manganiello.

The Select Board recommends Article #14 5-0.

Article 15: To see if the Town will vote to raise an appropriate the sum of Fifty Three Thousand Dollars (\$53,000) to pay for drainage, roadway, and sidewalk improvements on Central Street. (SB38 funds of \$80,399 received in 2017 will complete the \$133,399 project.) (Majority vote required)

Mr. Milbrand moved to recommend Article #15, seconded by Ms. Dion.

The Select Board recommends Article #15 5-0.

Article 16: To see if the Town will vote to raise and appropriate the sum of Forty One Thousand Eight Hundred and One Dollars (\$41,801) for the purpose of hiring a full-time permanent Deputy Fire Chief. This amount includes salary and all benefits for this position for six months. The amount of this article is not included in the operating budget under Article 13. (Majority vote required)

Mr. Milbrand moved to recommend Article #16, seconded by Mr. Alpers.

Mr. Morrison commented that he did not understand the entire article and was not in support of it. Mr. Manganiello commented that he can see the need but would like to have the cost covered 60-65% by ambulance fees. This should be on the warrant but he could not support it this year. Ms. Dion commented that the voters should have a say. Mr. Alpers commented that there is a department head with a need and he feels pressed to help.

The Select Board recommends Article #16 3-2.

Article 17: To see if the Town will vote to raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) to prepare an architectural design and engineering study for the Fire Department. (Majority vote required)

Mr. Milbrand moved to recommend Article #17, seconded by Mr. Alpers.

Mr. Manganiello commented that this need came up during the Space Needs Committee meetings and that the Committee recognizes the needs of a fire station upgrade. Chief LaRoche commented that the design will provide an accurate price for the plans. The money in the article will be used for geotechnical work, design work, and cost estimating.

Mr. Milbrand made a motion to change the wording in the article to say that the funds will come from the unreserved fund balance, seconded by Mr. Manganiello. Mr. Milbrand commented that \$25,000 from the original space needs warrant article went to the unreserved fund balance at the end of 2017. Mr. Coates commented that if the building passes the amount in the unreserved fund balance will be \$600,000 which is the minimum state recommendation. The Board voted 3-2 on the amendment, the amendment fails.

The Select Board recommends Article #17 5-0.

Article 18: To see if the Town will vote to raise and appropriate the sum of Two Hundred Fifty Thousand Dollars (\$250,000) to complete engineering and permitting, obtain materials, create a new traffic flow and upgrade disposal areas for the Transfer Station (known as Phase 1 of the reconstruction). Said appropriation to be offset by the withdrawal of \$190,000 from the Transfer Station Revolving Fund and the remainder to come from general taxation. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until Phase 1 is completed or by December 31, 2019, whichever is sooner. (Majority vote required)

Mr. Milbrand moved to recommend Article #18, seconded by Ms. Dion.

Mr. Coates commented that the project has been put out to bid and there may be a more accurate cost when the bids are opened soon.

The Select Board recommends Article #18 5-0.

Article 19: To see if the Town will vote to raise and appropriate a sum of Fifty Thousand Dollars (\$50,000) for establishing a fiber optic network, including but not limited to the purchase and installation of fiber optic cables and equipment; running fiber optic cables; equipment upgrades, configurations and installations; contracting for the management of and service for the network, and all other work incidental or related thereto. The purpose is to connect municipal-owned buildings to a high-speed internet connection, to create a more efficient, cost-effective, reliable, and secure municipal computer network, and to create economic development opportunity in the Town's proposed Economic Revitalization Zone (ERZ) along Lake Street. Twenty Five Thousand Dollars (\$25,000) to come from a grant and the remaining \$25,000 to come from general taxation. This article is contingent upon the Town receiving the grant. This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the project is completed or by December 31, 2019, whichever is sooner. (Majority vote required)

Mr. Milbrand moved to recommend Article #19, seconded by Mr. Manganiello.

Mr. Alpers commented that depending on the outcome of the conversation between the Economic Development Committee and First Light this article may be passed over at Town Meeting.

The Select Board recommends Article #19 5-0.

Article 20: To see if the Town will vote to raise and appropriate a sum of Fourteen Thousand Dollars (\$14,000) for the purposes of a Fourth of July fireworks display, operations, and ancillary costs of the event. (Majority vote required)

Mr. Milbrand moved to recommend Article #20, seconded by Mr. Manganiello.

The Select Board recommends Article #20 5-0.

Article 21: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the Police Vehicle Capital Reserve Fund established in 2016. Said appropriation to be offset by the withdrawal of \$30,000 from the Police Detail Revolving Fund, established in 2015, and the remainder to come from general taxation. (Majority vote required)

Mr. Milbrand moved to recommend Article #21, seconded by Mr. Manganiello.

Mr. Coates informed the Board that he ran the article by DRA and the wording is okay and keeps the seed money intact.

The Select Board recommends Article #21 5-0.

Article 22: To see if the Town will vote to raise and appropriate the sum Three Hundred Twenty Five Thousand Dollars (\$325,000) to be added to the following capital reserve funds previously established. (Majority vote required)

Accrued Wages Capital Reserve Fund	\$75,000
Assessment Reval Capital Reserve Fund	\$35,000
Bicentennial Capital Reserve Fund	\$10,000
Fire Department (Fire Engine) Capital Reserve Fund	\$50,000
Highway Equipment Capital Reserve Fund	\$140,000
Town Building Maintenance Fund Capital Reserve	\$15,000

Mr. Milbrand moved to recommend Article #22, seconded by Mr. Morrison.

Mr. Morrison commented that he thinks that the capital reserve funds should be supported as these items are important and that it may not be easy to fund them next year either. Mr. Manganiello commented that the current debt service and the capital reserve funds amounts to \$2 on the tax rate. Ms. Dion commented that the town should have something to offer up as a concession and that the amounts should be kept as is and then given up if the building passes. Mr. Alpers commented that the numbers can be amended if the building passes at Town Meeting.

The Select Board recommends Article #22 5-0.

Town Administrators Report: Mr. Coates informed the Board of the following dates:

The Budget Committee meets Monday to vote on recommending the warrant articles. The Bond hearing for the building project is on February 15th at 6:00 at the town offices with a snow date of February 16th. The Budget Committee public hearing is Monday February 12th at 6:30Pm at the Minot-Sleeper library.

Select Board Items:

Mr. Alpers commented that the police chief interview process is moving forward and next Wednesday interviews with the final two candidates will be held. A decision will be made after deliberations.

Public Comment:

Chief LaRoche commented that as a member of the Space Needs Committee he did not take the discussion today as it was acted on tonight. He thought the plan was to raise \$250,000 from taxation to decrease the bond to \$2million or below to decrease the debt load as this was the only way to recognize any savings on the CIP. Mr. Alpers replied that the \$250,000 doesn't exist unless the town raises it. Mr. Milbrand commented that the money can be raised to go into the bond or into the capital reserve funds and that wording can be added into Article #12 to raise \$250,000 from taxation. Mr. Alpers clarified the new wording of Article #12 to be gross appropriate \$2.65million, \$400,000 from the unreserved fund balance, raise \$250,000 from taxation, and to bond \$2million.

Ms. Dion made a motion to recommend Article #12 as amended, seconded by Mr. Milbrand.

The Select Board recommends Article #12 5-0 as amended.

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

Respectfully submitted,

Wendy Costigan