

Minutes

Bristol Select Board

September 6, 2018

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

Absent:

Others Present: Robert Blanchette, Wendy Duggan, Patrick Mohan from Melanson & Heath, and members of the public.

Mr. Milbrand made a motion to go into non-public session at 5:05PM under RSA 91-A: 3 II (a), (c), and (e), seconded by Mr. Anderson. A roll call vote was held. The Board voted 5-0 in favor of the motion. Mr. Milbrand made a motion to come out of non-public at 6:00PM, 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 6:03PM with Wendy Duggan leading the Pledge of Allegiance.

Minutes:

Mr. Milbrand made a motion to approve the public and non-public minutes from August 23, 2018, seconded by Mr. Morrison. The Board voted 4-0-1 to approve the minutes as written. Mr. Milbrand made a motion to approve the public and non-public minutes from August 27, 2018, seconded by Ms. Dion. The Board voted 4-0-1 to approve the minutes as written.

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated September 6, 2018, to include the items named therein, seconded by Ms. Dion. The Board voted 5-0 in favor of the motion to approve the consent agenda.

Finance Update: Finance Director Robert Blanchette reviewed the expense summary with the Board. The budget is 61% expended to date but it could be 66% which means the budget is under expended so far. There have been some good increases in some revenues. The accounts are in good financial shape and things are solid. Mr. Anderson asked if the solid waste expense number includes recycling. Mr. Blanchette replied that it did include recycling. The hauling fees haven't been so high this year and revenues are helping to offset it.

Audit Presentation: Patrick Mohan from Melanson Heath presented highlights of the 2017 audit to the Board. There is no more modification in regards to GASB 34, fixed assets, as this has been implemented. The governmental activity in regards to the Balance Sheet and the General Fund was reviewed. The unassigned fund balance is \$912,087 which is up from the prior year. The percentage of unassigned fund balance is 17.1%. There was a positive variance in the Budget vs. Actual. Revenues surpassed the budget by \$441,726 and departments turned back \$15,340 for a total turn back of \$457,066. The water and wastewater funds were reviewed. The user fees have been consistent with the previous three years.

Both funds are doing well. The Management letter was reviewed. The letter includes six prior year issues and two current year issues. Some of these have been resolved in 2018. Recommendations include improving internal controls with payroll, department requests, and receipts. These are minor issues. The Board thanked Mr. Mohan for attending.

Fireworks Update: Shawn and Kristen Connors from American Thunder attended to represent the company. Mr. Alpers commented that for the last couple of years the town has experienced not smooth shows and the Board is taking heat from the community and the public wants to know why this has happened. Mr. Connors replied that an electric shoot on a barge is a completely different kind of shoot and that 1-2% of the total shells doesn't go off in an electronic shoot. The finale went off early because of falling debris so the show ended up short. There are a couple of ways to resolve some of the issues. One is a bigger barge with more room and setting up the racks a couple of days prior to the show. The other is changing the lead shooter. Mr. Connor stated that he will be the lead shooter at the next fireworks show. Mr. Connor commented that the company will add 10% more product into the show on top of what will be budgeted for. The company will take \$1,000 off the cost of next year's show also. Mr. Anderson asked if the company will accept performance clauses added to the contract. Mr. Connors replied that there is no problem making changes to the contract. Mr. Morrison asked about the deposit and if the town can pay half the day of the show and the other half after a successful show is over. Mr. Connor replied that the town can pay the whole thing after the show and no deposit is required. Mr. Connor stated that the town can pick the date for the 4th of July fireworks show next year and he will be there as the lead shooter. The Board thanked the Connors for attending and that they will make a decision at a future meeting. Ms. Duggan informed the Board that she spoke with North Star Fireworks and Hell's Gate Fireworks about potentially doing the show next year. Mr. Alpers requested proposals and contract language from the two potential companies and then the Board will make a decision.

Recycling Program: Mr. Alpers commented that the Board has been discussing this and needs to decide what direction to go in with the recycling program. Mr. Anderson commented that he would immediately like to suspend single stream recycling but keep the glass separated. There have been contaminants in the glass container and this will cost more to haul away. Mr. Anderson thought that volunteers could be at the transfer station to educate people on glass recycling. Mr. Milbrand commented that he agrees that the town can't afford to pay for single stream recycling at this time and it could possibly be brought back later. The glass should be monitored for now and possibly look at segregating cardboard as there is a source of revenue there. Mr. Anderson commented that after Phase 1 at the transfer station is complete, a committee could be formed to look at a plan to segregate high value materials to help control costs. Mr. Alpers commented that he's heard people say that they want to keep recycling as it's the ecological and moral thing to do and that he supports keeping single stream. Ms. Dion commented that it feels morally right to keep recycling and that it may cost more but community wise it's the right thing to do. Mr. Anderson commented that the town can look at working with New Hampton on segregating certain recyclable materials and they seem responsive to the idea.

Mr. Anderson made a motion to suspend single stream recycling until the cost comes down to \$100 per ton to recycle, seconded by Mr. Milbrand. The Board discussed options for educating the community

and future options for recycling. Mr. Anderson withdrew his motion and Mr. Milbrand withdrew his second.

Mr. Anderson made a motion to end single stream recycling temporarily until the market rebounds, seconded by Mr. Milbrand. The Board voted 3-2 in favor of the motion.

Town Office Project: Mr. Alpers commented that the petition has been submitted to the court and the town is waiting to hear back on an approval for a Special Town Meeting. The architects are working on the idea of the video walk through of the building. The bond bank schedules were reviewed. The town administrator will reach out to Northway Bank regarding rates also. The open house will be scheduled for the end of September with a Saturday morning and an evening open house. Mr. Coates commented that public hearings need to be scheduled on specific dates with the Budget Committee and the Select Board recommending or not recommending the article. Mr. Anderson asked if \$300,000 from the unreserved fund balance could be used instead of \$250,000. Mr. Alpers replied that it is too late to change the article but that could be amended on the floor of Town Meeting.

Town Administrators Report:

Select Board Items:

Mr. Alpers commented that he would like to commend the Fire Department and the community for stepping up in the recent fire emergency. Mr. Alpers thanked Hannafords and Dunkin Donuts for their donations of water, coffee, and fruit. Mr. Alpers also commended the area Fire Departments for their aid to the community and to Officer Brian Beach who went into the buildings to wake up the residents.

Public Comment:

Barbara Greenwood commented that Old Home Day was wonderful and the people who spoke with her there are very interested in the town acquiring the new building for the town offices.

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

Respectfully submitted,

Wendy Duggan