

## **Minutes**

### **Bristol Select Board**

**September 20, 2018**

**Present:** Rick Alpers, JP Morrison (left early), Don Milbrand, Wayne Anderson, and Les Dion.

**Absent:** None.

**Others Present:** Town Administrator Nik Coates, Department Heads and members of the public.

Mr. Alpers opened the meeting at 5:10PM with the Pledge of Allegiance.

**Work Session:** The Board held a work session with Department Heads to discuss updating the 2016 wage study, personnel evaluations, how step increases/merit raises are awarded, and 2019 health insurance options. Another work session will be scheduled to complete the work. There was consensus of the Board for the following:

#### Procedure for Employee Evaluation

In accordance with Section 18 of the Personnel Policy for the Town of Bristol, performance evaluations shall be completed annually for all employees. The following process should be used for annual evaluations. Evaluations conducted for probationary status, or performance issues should be conducted in a similar manner, but considering the varied reasons and timeframes, the department may modify the process as needed.

I. Department Heads will create and maintain an evaluation tool that meets the needs of the given department or job description.

Each annual evaluation will be submitted with a Cover page and Summary, as provided in Appendix A. Each Department Head will consider the primary functions of their department, similar and unique functions of employee's jobs, and create a tool for evaluating the employee's performance.

Each evaluation should rate an employee on the performance of their duties, as outlined in their job descriptions, and on the expectations of the town of Bristol, such as professionalism, customer service, and safety. A scale of performance may be used to rate an employee in certain categories. When such a scale is used, the scale should be 1-10, with 1 representing "does not meet expectations", 10 representing "exceeds expectations/significant contributions", and 5 representing "competent/average/meets expectations". This system will best allow for translating the evaluation to the summary sheet.

Evaluation tools will be approved by the Town Administrator prior to their use. Evaluation tools should be reviewed each year by the department head to ensure they continue to reflect the expectations of the employee and the supervisor.

II. Annual Evaluations to be conducted and submitted before March 1 of each year.

Evaluations will be conducted for the preceding 12 months at the beginning of each calendar year. Upon completion, the Department Head will review the evaluation with the employee, and obtain a signature from the employee that they have been afforded the opportunity to review the evaluation.

Submittal prior to March 1 will ensure that the evaluation is reviewed, and any required follow-up conducted prior to that year's salary adjustments being determined, if applicable.

Awarding of Annual Pay Increases

Each year, after evaluations are completed, Department Heads shall make a recommendation for a Step increase based on that employee's evaluation. An employee will be eligible to receive a pay increase to the next step on their applicable grade upon receipt of a satisfactory review. The "Overall Level of Performance" given by the Department Head will be used to determine when the employee receives their pay increase, as follows:

An employee will receive their step increase on July 1, provided their "Overall Level of Performance" was a 5 or higher.

An employee will receive their step increase on July 1, retroactive to April 1, provided their "Overall Level of Performance" was a 7 or higher.

An employee that receives an "Overall Level of Performance" of less than 5 will be placed on a "performance improvement plan" by their Department Head. Upon successful completion of the improvement plan, the Department Head, at their discretion, may recommend that the employee receive their step increase. In the event the Department Head recommends a step increase it will be effective on the first of the month after completion, except that it may not be before July 1.

Extending the Scale for Employees That Have "Maxed Out"

Employees that are on their final step in the wage scale will be able to extend three more steps in the next pay grade. For example, an employee that is at Step 12 of Grade 11, can then be extended into Step 10, 11 and 12 of Grade 12 if they receive a recommendation for a step increase. To be eligible, an employee must be employed for six or more consecutive years with the Town of Bristol.

An October work session will be scheduled to work on a process for annual maintenance of the wage scale and on health insurance options.

The Board thanked the Department Heads for their time and efforts on this project.

**Minutes:** Mr. Milbrand made a motion to approve the public and non-public minutes from September 6, 2018 and September 12, 2018. The motion was seconded by Ms. Dion. The Board voted 5-0-0 to approve the minutes as written.

**Consent Agenda:** Mr. Milbrand made a motion to approve the consent agenda dated September 20, 2018, to include the items named therein, seconded by Ms. Dion. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

**Water & Sewer Rate Setting:** Water/Sewer Superintendent Jeff Chartier is recommending that the Board leave the water and sewer rates steady for now. He is waiting for the results of the Underwood Engineers study as they will be performing a sewer rate study as part of that document. The water rates will be revisited at that time as well. Mr. Chartier is recommending to update Section D of the water fees as he has had a few inquiries regard deduct meters for pools/irrigations. These meters are typically used for irrigation to monitor water that does not go into the collection system for treatment in order to deduct that flow from the meter meter for adjusted sewer bill. The department has established a charge in the fees form of a onetime fee for setting up the meter and a quarterly maintenance/minimum flat fee.

Deduct meters		
Meter Size	Onetime set up fee	Quarterly flat maintenance fee
5/8"x3/4"	\$530.00	\$20.00
1 Inch	\$690.00	\$20.00
1.5 Inch	\$870.00	\$25.00
2 Inch	\$1,200.00	\$25.00

The onetime fee comes from the complete meter set up fees minus the impact fees. The maintenance/minimum fee is intended for the purposes of meter and meter horn replacement as needed in the future.

Mr. Chartier asked the Board to consider approving rules and regulations to reflect the additions to the fee schedule.

Mr. Milbrand made a motion to approve the changes to section D of the Water Department fees as presented by Mr. Chartier, seconded by Ms. Dion. The Board voted 5-0-0 in favor of the motion.

Mr. Chartier reported that he has been working on a program that would allow water and sewer customers to pay their bills by credit card, debit card or e-check. The program he is looking at right now would cost around \$440 to set up. It would not be a real-time billing program, there would be a 24-hour delay before the customer sees the activity on their account. There is a service fee that is passed on to the customer that is \$2.50 or 2% if the bill is higher. There is another option where the transaction and

activity on the customer's account would be instant, but that is more costly because it would require new servers. Mr. Coates and Mr. Chartier have been looking into the costs of new servers for the Town Office, Water/Sewer, and other departments because there are either no servers or are on their last legs. Mr. Chartier thinks the best way to go is to start with this first option and then revisit in 2019 once more is known about the server situation. The Board agreed that this was the right approach.

Mr. Chartier reported that the dewatering unit is running better. The company is coming back with some new parts. The company is honor the parts. It isn't quite there yet for water content percentage, so the material is still being hauled to Merrimack, which is costly.

Mr. Chartier reported that the oxidation ditch project is moving forward. It should be completed by mid October. We're waiting to hear if we will be receiving aid from FEMA's Public Assistance Grant Program because the damage occurred during the October 29, 2017 storm. The drainage ditch will prevent this from happening again.

Mr. Coates reported there will be an October 2 kickoff meeting for the sewer from the lake project with Underwood Engineers, USDA and Town staff.

**Holder Replacement and Elementary School Plowing:** Highway Superintendent Mark Bucklin presented the Board with four quotes to replace the existing Holder. Trackless with five attachments - \$200,700; Multihog with five attachments- \$155,506; Chameleon with two attachments - \$158,500; and Holder - \$113,800. If we go with the Holder, then new attachments do not need to be ordered because the current ones can be used. The Holder quote also includes \$35,000 on a trade in. It is a new machine and it would be a five year lease. There are no hourly limits on the lease. The cost includes the lease plus a five year warranty package. After discussion, Mr. Alpers said that there was Board consensus to move forward with the Holder. He asked Mr. Bucklin to come back at the next meeting with a tightened up quote and lease agreement and purchase order.

Mr. Coates and Mr. Bucklin reported that the School District would rather keep the current agreement the Town has with them where the Town plows the Bristol Elementary School parking lot. The offer from the Town was for the Town take over plowing of Newfound Road in exchange for the School District taking over plowing of Bristol Elementary School parking lot. Mr. Coates read an email provided to him from School District Business Administrator Mike Limanni as to their reasons why. Mr. Bucklin stated that the school is no longer just for Bristol kids, but a school that accepts students from other towns. Ms. Dion suggested that we may want to bring our suggestion to the School Board and get their feedback. Maybe a couple Board members could get on the agenda of an upcoming School Board meeting to discuss the issue. Mr. Anderson and Ms. Dion volunteered and Mr. Coates said he will contact the Superintendent to see if they and Mr. Bucklin could get on the agenda.

Mr. Bucklin also reported that the Central Street paving and drainage improvements will be beginning next week.

**Fireworks Decision:** Mr. Alpers tabled discussion to a future meeting since quotes and contracts for a 2019 show had not been received yet.

**Beach Wrap Up:** The beaches were very busy this summer. We had three attendants covering the beaches. We received many compliments on their attentiveness. There is one issue that needs to be addressed for next summer. The swim lines need to be replaced and Jamie Moulton has estimated that the cost of swim lines for both beaches will be \$3,500. This includes the new non-motorized boat access lanes. This amount has been put into the 2019 budget request. The new signs for the access lanes and the updated beach ordinance will have to be ordered and will be ready to be installed next summer. They will be ordered before the end of this year. Resident Jan Barrett also requested that the Board consider changing the parking on Shore Drive. The Board had discussed a kiosk option in the past. Ms. Barrett is concerned this might be a burden on the beach attendants. She is recommending parking on both sides of the road. Police Chief McIntire suggested maybe there could be a placard with beach sticker on it that would be issued and shared by families. Mr. Alpers asked Mr. Coates to look into this system and to come up with some language for the beach ordinance that would limit one sticker per residence.

**Town Office Project Update:** Mr. Coates reported that there is a 30-minute video tour that Barbara Greenwood, architect Cris Salomon and he did with Ray Courchaine now posted on the Town website. There will be guided tours with Mr. Salomon and Mr. Coates on October 1 (9am and 6pm) and October 6 (10am and 1pm). Ms. Greenwood is also willing to take people through the building at other times as well. The Budget Committee Public Hearing will be October 9 at 6:30pm at Old Town Hall. The Select Board Bond Hearing will be October 11 at 6pm at the Town Office. We haven't heard yet from the Superior Court on our request to hold Special Town Meeting on November 1.

**Town Administrator's Report:** Mr. Coates asked if the Board would like to get together with utility assessor Skip Sansoucy and the New Hampton Select Board to discuss the Ayers Island hydro dam and the assessed valuation. The Towns can access the stabilization fund that was set up only if they accept the sale price as the assessment figure for the property. The other option for the towns is to keep the same assessed value and tax the owner accordingly. The Board agreed to try setting up a meeting.

Mr. Alpers asked if the Board could switch its October meeting dates. The Board agreed to change the meeting dates to October 11 and October 25. The October 11 date will be targeted for the meeting with New Hampton and Mr. Sansoucy and the October 25 date will begin with the next wages and insurance work session with Department Heads.

Mike Vignale has looked at the step idea at Cummings Beach and the steps as originally discussed would not fit the character of the beach. He suggested a more graduated sloping idea with timbers and gravel. The Board agreed to go forward with that idea.

**Select Board Items:** None.

**Public Comments:** Barbara Greenwood said she has spoken to many voters about the proposed Town Office building purchase and renovation project. Everyone has been extremely positive about it. All have felt renovations should be completed before moving in.

Janet Cavanagh said that she has observed that traffic at the Transfer Station has been backed up because a lot of users of the Transfer Station want to discuss the Board's decision to stop recycling.

**Nonpublic Session:** Mr. Milbrand made a motion to go into non-public session at 7:40PM under RSA 91-A: 3 II (a), (c) and (e), seconded by Mr. Anderson. A roll call vote was held. The Board voted 4-0-0 in favor of the motion.

Following the nonpublic session, the Board entered back into public session.

Mr. Milbrand made a motion to seal the minutes from the September 20, 2018, nonpublic session, seconded by Ms. Dion. The Board voted 4-0-0 in favor of the motion.

Mr. Anderson made a motion unseal the minutes from the September 12, 2018, nonpublic session, seconded by Mr. Milbrand. The Board voted 4-0-0 in favor of the motion.

Ms. Dion made a motion to adjourn the meeting, seconded by Mr. Milbrand. The Board voted 4-0-0 in favor of the motion.

Respectfully submitted,

Nicholas J. Coates (Nik)