

Bristol Select Board Minutes
November 8, 2018

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

Others Present: Wendy Smith, Executive Assistant; Mark Bucklin, Highway Superintendent; and members of the public.

Absent: None

The public meeting was opened at 6:03 PM with Chief LaRoche leading the Pledge of Allegiance.

Minutes: Ms. Dion made a motion to approve the public minutes from October 25, 2018, seconded by Mr. Anderson. Ms. Dion made an edit to the minutes. The Board voted 4-0-1 to approve the minutes as amended.

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated November 8, 2018, to include the items named therein, seconded by Mr. Morrison. The Board voted 5-0 in favor of the motion to approve the consent agenda.

Tax Rate: The 2017 Town portion of the tax rate is \$8.74, and the 2018 Town portion of the tax rate is proposed to be \$8.01 with no fund balance applied. The total which includes county, school, and state for 2017 is \$22.66, with the 2018 total at \$21.63. The decrease in the Town rate is attributable to increased net revenues. Mr. Milbrand made a motion to set the tax rate at \$8.01 with no fund balance applied. Ms. Dion seconded. Discussion followed in which it was determined that decreasing the tax rate further will create cash flow problems next year. The Board voted 5-0 in favor of the motion.

Nyberg Road Sand Request: Highway Superintendent, Mark Bucklin presented an Approval Waiver to the Board from the residents of Nyberg Road, a private road, in which they requested that the Select Board approve the waiver again this year to allow them to get more than two buckets of sand at a time. They are suggesting approval of 14 buckets of sand a day, which is 2 buckets of sand per residence for the 7 residences of the road. Mr. Alpers commented that by approving the request, the Board is treating them differently than the other private roads which is not fair. Mr. Alpers motioned to deny the Approval Waiver for the 2018-2019 season. Mr. Milbrand seconded. The Board voted 5-0 in favor of the motion.

Ambulance Contract: Fire Chief LaRoche requested approval of the 2019 Ambulance Contract. Mr. Anderson asked for clarification that for six years the contract includes a budget line for the new ambulance at 1/6 of the ambulance purchase price. He is concerned that this is a capital expense and it is not being depreciated. Chief LaRoche replied that all capital expenses have been based on the same formula. Mr. Milbrand suggested it may be more equitable to put the \$40,000 in reserve for the capital instead of using the actual cost. Mr. Anderson recommended dividing the contract amount by four and spreading it over six years. Discussion ensued which clarified that the contract is based on usage and

not evenly split amongst Bristol, Alexandria, Danbury and Hill. Mr. Morrison recommended increasing the other towns contributions. Mr. Milbrand added that though there are less calls for these towns there is more service mileage required. Mr. Alpers stated he would agree with using the \$40,000 amount but the contribution needs to stay user based, since Bristol uses the service more than the other towns. He added that if the other towns are not included in the contract then the Town of Bristol's cost would be 100%. Mr. Morrison requested that the Board be presented with quotes from the other towns for private ambulance service. Motion made by Ms. Dion to approve the 2019 Ambulance Contract with the change of the 2018 ambulance to be \$40,000 to be allocated over the next six years and to change the name of the line to Ambulance Capital Reserve. Further discussion involved Mr. Anderson expressing concern with having a capital expense based on service usage. Seconded by Mr. Milbrand. The Board voted 3-2-0, motion carried.

Employee Health Insurance Program: Mr. Alpers stated that the Town will be changing its Health Insurance provider to HealthTrust in 2019, resulting in considerable savings over 18 months. Discussion followed regarding employee contributions and the nonbinding warrant article to increase the employee's contribution up to 17%. Aspects of the plan, including deductibles and the Flexible Spending Account were brought up. Ms. Dion made motion to increase the employee's contribution to 12% effective with the start of the new HealthTrust plan on 1/1/19. Mr. Milbrand seconded. All in favor. Ms. Dion had to leave at this point (7:00 PM) for a previously planned engagement.

Town Office Project: Mr. Coates updated the Board on the status of the new Town Office project. The title search as well as various inspections have been started. The closing will take place on 1/2/19. Town Office staff will be meeting with the architects to go over common space and individual area design. Following this meeting, the Select Board will meet with the architects as well. Mr. Alpers stressed the importance of customer experience when designing the space. Mr. Anderson asked if the taxes are being waived for LRGH. Mr. Coates replied that the Town attorney recommends against abating taxes partly because an abatement request has not been requested and suggests a more middle ground approach of going to the end of the year and settling at the closing. The importance of including employee safety in the design was agreed upon.

Town Website Rebuild Contract: Mr. Coates presented the Board with the Town Website Rebuild Contract from Civic Plus, the first-place company of last year's RFP. Civic Plus has merged with Virtual Towns & Schools which was the second choice of the RFP's received. There are two payment options, \$9,300 the first year and \$1,800 over the next two years or \$4,300 a year for three years. Mr. Anderson motioned to accept the Civic Plus license service agreement to rebuild the Town's website with three equal payments and authorize Town Administrator Coates as the signer. Mr. Morrison seconded. All in favor.

Town Administrators Report: Mr. Coates reported that abutter letters have been sent out regarding the Winter Parking Ban effective 11/15/18-4/15/18.

The Highway Department will be plowing the new Town Office building as needed this winter to allow for access.

Central Street paving is complete, except for the sidewalk paving which has been delayed due to the weather.

Pemi Trail/Bristol Falls Park is "Enter at your own risk" for the winter season. A final fence will be installed in the spring. Highway Supervisor, Mark Bucklin will be requested to investigate installing a temporary fence and warning sign for the winter.

The winter session meeting with the Budget Committee, Select Board, and Department Heads will be taking place on Saturday, 12/1/18. Budget meetings with Department Heads will be starting after Thanksgiving.

Select Board Items: Mr. Morrison would like to contact the Newfound Area School District indicating the desire to stop Highway Department's plowing of the Bristol Elementary School and Newfound Road since it is a district school. He also proposed asking the school district to consider budgeting for the Crossing Guard in front of the Bristol Middle School for the same reason. He suggested sending another letter to the school district to give them notice in advance.

Mr. Milbrand will be unable to attend next week's Board meeting due to a work conflict.

Mr. Anderson requested that the Board ask for an RFQ from ambulance service providers for Bristol, Alexandria, Danbury and Hill's 100 plus miles of ambulance service with the same terms and conditions as the existing Ambulance Service Contract. Mr. Alpers responded that a decision would be made regarding this at the first Select Board meeting in December.

Mr. Alpers recognized all the people who made the Halloween Celebration a safe and successful event.

Public Comment: John Sellers thanked the Board on their decision to increase the employee's health insurance contribution to 12% and added it is a good start towards the voter's decision of an increase up to 17%. He asked if the Board has assessed the Special Meeting logistics. Mr. Morrison responded that the Special Meeting had a 50% higher turnout than the regular Town Meeting and went well. Mr. Sellers commented he had given the Board an analysis of the Ambulance Contract three years ago which concludes that the three other towns involved with the contract use more services than Bristol even though they have less calls. He ended his comments by saying it may be more economical to gut the new Town Office building and stressed the importance of a safe entry system.

Mr. Milbrand made a motion to adjourn at 7:30 PM, seconded by Mr. Morrison. The Board voted 4-0 in favor of the motion.

Respectfully submitted,

Wendy Smith