

Minutes

Bristol Select Board

December 20, 2018

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

Absent:

Others Present: Police Chief McIntire and Fire Chief LaRoche.

The public meeting was opened at 6:00 PM with Les Dion leading the Pledge of Allegiance.

Minutes: Ms. Dion made a motion to approve the minutes of December 6, 2018 and December 14, 2018, seconded by Mr. Milbrand. The Board voted 5-0 in favor of the motion to approve the minutes as written.

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

Police Department Details Waiver Requests and Policy: Chief McIntire presented the draft PD Special Duty Policy along with its involved details. Town sponsored events will be charged to the Wages and Overtime lines, while non-Town events will be charged and funds will go into the Details Revolving Fund. Fees will be billed at a four-hour minimum at the following rates: Detail Officer with Cruiser, \$90.00/hour; Detail Officer, \$70.00/hour. Town Civic events are billed at the officer's overtime rate as well as Town Highway and Water Department detail requests. The Bank of NH Pavilion in Gilford is billed at an agreed \$65.00/hour for a Detail Officer without a cruiser. Waivers will be subject to the approval of the Select Board on a case by case basis. Mr. Anderson asked if the detail hourly rate of \$70.00 covers costs associated with overtime such as retirement, insurance, etc. Chief McIntire responded that the formula does and covers the Revolving Cruiser Equipment account as well. Mr. Morrison inquired about rates in surrounding towns. He was informed that it varies town to town, approximately \$40.00-\$50.00/hour and the State Police at around \$70.00/hour for a Detail Officer. Discussion ensued regarding the \$65.00/hour rate for the Bank of Pavilion details. Mr. Anderson asked if the Details Revolving Fund replaces the revolving fund in the budget. Mr. Coates replied that the revolving fund must maintain a balance of \$5,000 per Town Meeting vote. Mr. Alpers asked the Board if they agreed that the detail billing will be consistent with billing all organizations equally. The Board agreed that it would. The Board advised Chief McIntire to bring back the policy to be put in the Consent Agenda at a future Board of Selectmen meeting.

Fire Department Bucket Truck Purchase: Mr. Coates explained that the Fire Department and the Highway Department have discussed the need for a bucket truck for some time. From an employee safety and efficiency perspective, a bucket truck would aid in the installation of banners, signs, and the

maintenance of the fire alarm system. A six-wheel bucket truck is available for sale from the Town of Moultonborough for \$12,000 and hopefully will be negotiated down to \$8,000. It was agreed that the truck would mostly be used by the Highway Department, so will be mainly funded by that department. The Capital Reserve Fund for the Highway currently has \$114,000. Chief LaRoche added subcontractors are currently hired to do much of this work. In 2016, approximately \$3,000 was spent to move fire alarm lines on utility poles, in 2017 approximately \$4,000 was spent moving radio lines and in 2018-2019 estimated maintenance should cost around \$2,500. The Fire Department has utilized Goodrum Electric's truck, but this is not ideal due to liability and risk as the truck is not appropriate for this type of work. The need does make financial sense in this regard as the truck available is a good price if a lower negotiated price is agreed upon. Discussion followed in which it was explained that the current FD ladder truck is not practical for working on multiple poles. Hanging signs and banners would be much safer than using step ladders or the ladder truck. Mr. Anderson said he feels that hiring contractors is better from an employee liability standpoint and developing economic development is a more productive use of funds. Chief LaRoche thinks that if a bucket truck is not purchased then Town employees will still use stepladders and the ladder truck even while hiring contractors. The truck can be stored outside, there would be no need to rent indoor space. Mr. Anderson asked if the new fiber optics cable will eliminate the fire alarm system copper lines. Chief LaRoche said it will not. Mr. Morrison asked if the FD can try out the truck ahead of time and look at it more closely. Chief LaRoche replied that Mark Bucklin and Rob Glassett have spearheaded this project and are in communication with the current owners. The Board decided that they would like to have a professional company check out the truck before signing a Purchase Order. A decision will be made at the 1/3/19 Selectmen's meeting based on Chief LaRoche's recommendations and findings.

Hebron Transfer Station MOU: Mr. Coates presented the revised Hebron Transfer Station MOU to the Board. The MOU allows the residents of Hebron to use the Bristol Transfer Station. He explained that it is renewable every three years and has been updated to reflect the current pause in recycling, the price change for tires (from \$2.00 to \$5.00), and a change in the installment payment schedule. Highway Superintendent Bucklin recommends keeping the current rate of \$22,500 per year the same. It was brought up that without a scale the Town cannot determine the disposal weight total. Mr. Morrison motioned to approve the Hebron Transfer Station MOU as presented, Mr. Milbrand seconded. No further discussion. All in favor 5-0, motion carried.

2018 Encumbrances: The following 2018 Encumbrances were presented for approval: Computer Support-\$5,000.00; Hemphill Tower Security System-\$800.00; Cummings Beach Improvements-\$31,520.00; Transfer Station and Central Street paving-\$55,000.00; Smith River Project-\$7,345.50; Kelley Park, Roofs for Baseball and Softball Dugouts-\$2,500.00; and Central Street Retainage-\$18,000.00. Mr. Alpers recommended having a written agreement signed between the Town and the Newfound Lake Association. Mr. Coates said he is planning on drafting an MOU for the Maintenance Requirements. Mr. Milbrand made motion to approve the 2018 Encumbrances as presented, Ms. Dion seconded. No further discussion. All in favor 5-0, motion carried.

Upcoming Schedule: List of important dates to prepare for March Town Meeting submitted to Board by Mr. Coates.

2019 Holiday Schedule and Select Board Schedule: Schedule of 2019 holidays and Board of Selectmen meetings submitted and approved.

Town Administrator's Report: Electric rates were researched due to a proposed increase in our current electric rates. The Board agreed to lock in at 8.66 cents/kilowatt hour for a 24-month contract which includes a non-appropriation clause. Mr. Coates will sign the contract.

Residents have asked whether the Town Offices, the Transfer Station, Water and Sewer Departments, and the Highway Department will be open on Christmas Eve. It was agreed that a 1:00 PM closing would be fair.

Select Board Items: Ms. Dion asked that Department Heads be requested to collect historical data on their departments to be included in the Bicentennial Program Guide. Mr. Coates confirmed that the Warrant Article for the Bicentennial Capital Reserve Fund is all set. Logistics of the banners which will be going up in January was discussed. She asked the Board to continue to think about the invitation list for the Dignitary Dinner. Mr. Coates has sent Claire's comments back on the Bicentennial Proclamation.

Mr. Milbrand requested that a bullet list of Board of Selectmen budget priorities be included for the Budget Committee in the future and be put on a future agenda. Mr. Anderson suggested starting the budget process in August. Mr. Milbrand also brought up that Highway Superintendent Bucklin has spoken with him regarding a tree on Hemphill Road. The dead tree lost its last branch during a recent snow storm and is a hazard. As Hemphill Road is a designated scenic road, Board approval is needed to remove a tree according to RSA 231:157-158. Mr. Milbrand motioned that the tree be deemed a public hazard according to RSA 231:157-158 and will be removed. Mr. Alpers approved pending contact with the landowner. Mr. Coates and Mr. Bucklin will contact the landowner. Mr. Morrison seconded, no further discussion. All in favor 5-0, motion carried.

Public Comments: None

There being no further business, Ms. Dion made a motion to adjourn at 7:15 PM, seconded by Mr. Morrison. All in favor 5-0, motion carried.

Respectfully submitted,

Wendy Smith