

**Minutes**  
**Bristol Select Board**  
**January 17, 2019**

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

**Absent:** JP Morrison

The Nonpublic meeting was opened at 5:05 PM by Rick Alpers.

**Nonpublic Session:** Motion made by Mr. Milbrand to enter nonpublic session per RSA 91-A:3, II (c) and II (d) at 5:05 PM. The Board voted 4-0 in favor, motion carried. Motion made by Mr. Milbrand to leave nonpublic session at 5:45 PM. The Board voted 4-0 in favor, motion carried.

The public meeting was opened at 5:50 PM with Keith Pratt leading the Pledge of Allegiance.

**Others Present:** Police Chief Jim McIntire, Fire Chief Ben LaRoche, Keith Pratt and Tim Puls of Underwood Engineers, Water & Sewer Superintendent Jeff Chartier, and members of the public.

**Minutes:** Ms. Dion made a motion to approve the minutes of January 3, 2019 as written, seconded by Mr. Anderson. The Board voted 4-0 in favor, motion carried.

**Consent Agenda:** Mr. Milbrand made a motion to approve the consent agenda dated January 17, 2019, to include the items named therein, seconded by Ms. Dion. The Board voted 4-0 in favor of the motion to approve the consent agenda.

**Bucket Truck Purchase:** Removed from agenda at this time.

**Public Informational Session on Sewer Extension Project:** Mr. Alpers introduced Keith Pratt from Underwood Engineers and gave a brief history of the project. Mr. Pratt went over the update of the 2009 Sewer Extension Project conducted by CDM. Since that study, items have been refined and costs have been reduced. Tim Puls of Underwood Engineers gave a technical overview of the Preliminary Engineering Report which also has been posted on the town website. Three alternative were presented in the report and Underwood recommended Alternative 2-Hall Road as the most cost effective with the least environmental impact. The project will be divided into four phases based on units served, Phase One having the highest number of users. Mr. Pratt then presented the financial aspects of the project focusing on Phase One and Phase Two which total \$19.8 million. Mr. Coates has been working with USDA Rural Development on grant funding along with CDBG and other agencies such as EDA and BEA. Mr. Pratt went over local funding options which included new sewer and existing users, the General Fund, Reserves, Undesignated Fund Balance and TIF District. Bristol currently has a sewer rate that is below the statewide average. He then presented eight rate scenarios based on the number of users.

Grant support of 50% (at least 10 million) is the goal. Next steps are to prepare for Town Meeting, and continue ongoing public information efforts and meeting with funding partners.

Discussion followed regarding timing of the project and funding. The Public Informational Session was opened to the public for questions. Sandra Heaney asked what the incentive is for people who have existing, approved septic systems to connect to the sewer extension. Mr. Pratt replied that residents with approved septic systems would not be forced to connect. There are economic benefits to being on a sewer system over time and there are also zoning incentives if your zoning is limited. Ms. Heaney also inquired about different tax scenarios and other aspects of the study. A member of the public asked if there would be any incentives for people with septic systems leaking into the lake. Mr. Pratt answered that state law says that if you live within a certain distance from a sewer system, you are required to connect. They went on to discuss various options of financial support for those in this situation. Janet Cavanagh asked how many houses would be affected. Mr. Pratt replied that 495 homes would be involved in Phase One and Two. Ms. Cavanagh then asked if there would be a fee if the line went by your house but you did not hook in. She was answered that it is undetermined at this time and that it is a local choice. Mr. Coates inquired about an alternate plan involving areas to the north. He was answered that keeping in mind balancing the most number of users with the cost, it may be worth refining the locations of the sewer line. Another question determined that the potential users are counted as individual residential units in the study regardless if you are in a condominium community or not. A member of the public asked what the cost will be for new user connections. She was informed that it could be as low as \$600/year or as high as several thousand dollars a year. The hookup fee remains the same as the current fee of \$630. Ms. Heaney asked about public input in this study by the affected residents. Mr. Pratt replied that data from two questionnaires which were sent out seven years ago is included in the report.

A member of the public asked for Mr. Pratt's opinion on what would be a fair way to figure out the proposed rates. Discussion followed regarding the different scenarios, rates, betterments, and options of spreading cost out among all the users fairly. A member of the public asked how much of the current plant was paid for with taxes not just users. Water/Sewer Superintendent Jeff Chartier responded that 50-75% of the recent improvements were paid for through taxes. The importance of protecting Newfound Lake was brought up. Ms. Heaney said from an environmental standpoint people should connect to the sewer line, but they can't be forced to. Mr. Alpers agreed and added that personal economics and other factors need to be considered when homeowners make that decision. Further discussion on this followed. A member of the public asked about opt out waiver requirements for existing septic system owners. That information wasn't available but will be posted on the website when it is. Mr. Chartier noted that according to the NHDES website, 15% of the homes on the lake have approved septic systems on file which date back to 1986.

A member of the public asked if there was an expiration to the loan portion of the user cost and he was told thirty years. Mr. Alpers spoke on the length of the project and the financial aspects also being in phases. Mr. Coates added that there are also options such as the DOT getting involved through a GARVEE Bond which could cover the debt service for a couple of years. Ms. Cavanagh asked what the time frame is for construction and was informed it should take several years. A member of the public

asked about the street layout and was concerned with the traffic impact in the area. Ms. Heaney asked if neighboring towns have expressed any interest in being involved and was informed there haven't been any discussions on that at this moment.

There being no further questions, Mr. Alpers thanked the public for their involvement and reminded them to check the town website ([townofbristolnh.org](http://townofbristolnh.org)) for further information and to get in touch with Mr. Coates if there are any further questions.

**Warrant Article Work Session:** The Board of Selectmen went over the following draft warrant articles with Mr. Coates:

**Article 3A and 3B:** Raise and appropriate \$20,000,000 for construction of sanitary sewer lines. The Articles are two options presented on the sewer warrant article. Article 3A allows for more flexibility while Article 3B is more specific. Discussion on the pros and cons of each article took place. Legal counsel has given their acceptance of either article. The Board preferred Article 3A but decided to table the matter until a full board is present.

**Article 5:** Establish Contingency Fund of \$25,000 for unanticipated expenses coming from the unassigned fund balance.

**Article 6:** Raise and appropriate \$38,893 for the hiring of a full-time permanent Firefighter. Chief LaRoche explained that this position would satisfy understaffing which occurs during the daytime, Monday-Friday. The number of calls has increased with time while the number of full time Firefighters have remained the same since 2003.

**Article 7:** Amend the ambulance replacement revolving fund such that the first \$60,000 of ambulance patient proceeds be placed in the fund each year. Discussion followed on the ambulance service to the participating towns. Mr. Anderson stated that the ambulance cost should be divided between the towns and would like to have more discussion on the contract in the future.

**Article 8:** Raise and appropriate \$10,100 to purchase a refurbished power stretcher for the Fire Department. Discussion with Chief LaRoche followed.

**Article 9:** Raise and appropriate \$2,955 for the first year of five-year lease to buy program to purchase nine Tasers for the Police Department. Each year after for the four following years would have a \$3,555 payment. Discussion with Chief McIntire followed.

**Article 10:** Raise and appropriate \$37,500 for purchase of ten body-worn cameras for the Police Department. Chief McIntire will get back to the Board on the break-down amounts of spreading out the payment over five years. Discussion followed on the benefits of body-worn cameras.

**Article 11:** Raise and appropriate \$50,000 to be added to the Police Vehicle Capital Reserve Fund established in 2017 offset by the withdrawal of \$15,000 from the Police Detail Revolving Fund, and remainder from general taxation. It was agreed to add sentence stating the article adds \$35,000 to the fund.

**Article 12:** Raise and appropriate \$12,000 for Fourth of July fireworks display.

**Article 13:** Raise and appropriate \$455,000 to be added to the following capital reserve funds:

Accrued Wages	\$35,000
Assessment Revaluation	\$35,000
Bicentennial	\$20,000
FD Fire Engine	\$75,000
Highway Equipment	\$280,000
Town Building Maintenance	\$10,000

Discussion on each capital reserve fund ensued. Vote on Board recommendation/non-recommendation of the proposed articles will take place during the February 7, 2019 Select Board meeting. Also taking place at the February 7<sup>th</sup> meeting will be the Bond Hearing for the sewer project. More sewer project Public Hearings will be taking place during February.

**Town Administrator's Report:** Mr. Coates has drafted a preliminary MOU between the Town and NLRA on the Cummings Beach Drainage Swale. He also added that the Town of Hebron has a question on the Transfer Station MOU regarding residential trash being brought in on pick-up trucks. Mr. Coates will send more information to the Board and will discuss this subject more at the February 7<sup>th</sup> Select Board meeting. Mr. Coates spoke with the NHDRA and legal regarding how to establish an Events Fund. He was informed that a warrant article was not necessary.

**Select Board Items:** Ms. Dion asked on the status of the kitchen project at the Old Town Hall. She was told that this project is moving forward and will be finished. Discussion ensued on the Events Committee and will be followed up on soon. Mr. Coates announced that the Town of Bristol was in this month's Business NH Magazine.

**Public Comments:** None

There being no further business, Mr. Milbrand made a motion to adjourn at 7:58 PM, seconded by Mr. Anderson. All in favor 4-0, motion carried.

Respectfully submitted,

Wendy Smith