

**Minutes
Bristol Select Board
February 7, 2019**

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

Absent: Don Milbrand (Joined meeting remotely during Warrant Article discussion and voting.)

The public meeting was opened at 6:00 PM with County Commissioner Marcia Morris leading the Pledge of Allegiance.

Others Present: Keith Pratt of Underwood Engineers; Shaun Lagueux, Budget Committee member; Fire Chief Benjamin LaRoche; County Commissioner Marcia Morris; Carl Edin of Energy Management Consultants Inc. (EMC); Doug Waitt of Design Day Mechanicals and members of the public.

Minutes: Mr. Anderson made a motion to approve the minutes of January 17, 2019 as written, seconded by Ms. Dion. The Board voted 4-0 in favor, motion carried.

Consent Agenda: Ms. Dion made a motion to approve the consent agenda dated February 7, 2019, to include the items named therein, seconded by Mr. Anderson. The Board voted 4-0 in favor of the motion to approve the consent agenda.

Sewer Extension Bond Hearing: Mr. Alpers opened up the Bond Hearing at 6:04 PM. The intent of the Bond Hearing is to review the project and financing. A USDA Rural Development grant and loan package has been the funding source most likely to be successful. The loan would be for 30 years at 3.5% interest. It could also be for 40 years. The USDA underwriters will meet after Town Meeting and decide what they can offer. The warrant article purposes to borrow \$20 million. Franklin Savings Bank and Union Bank have been contacted but they state they cannot match the opportunity from USADA Rural Development. The NH Municipal Bond Bank could go out 20 years at 3.04% interest, but the Town really needs 30 years or more. Mr. Alpers introduced Keith Pratt from Underwood Engineers who went over the presentation of January 17th which included phasing, recommendations, and rate information. Underwood Engineers recommend Alternate #2 which goes through Hall Road. The project will be divided into four phases based on units served, Phase One having the highest number of users. Phases One and Two of Alternative Two are being proposed in the warrant article, at an estimated cost of \$19.8 million dollars. Mr. Pratt went over financing options which includes a US Rural Development Grant, the primary funding agent of the project. He discussed different user rate scenarios for new and existing users. Mr. Pratt opened up the Hearing for public comments and questions. Mr. Alpers added that the project would be bonded over time, with loans being paid on an incremental basis. Boake Morrison was concerned with too much growth around the lake due to the available sewer system. Mr. Pratt responded that the current zoning in the lake district is currently properly adjusted because of the public water being already in the area. It would benefit the current users to have new users connect

because that would spread out the cost. Mr. Lagueux recommended getting the furthest terms possible and to pay with the profit from the system in order to lessen the financial impact. Mr. Pratt also explained that betterments are a potential tool to incentivize connection and increase the revenue stream. Properties which the sewer extension runs in front of would be charged a betterment fee whether they connected or not. Boake Morrison inquired whether a person has to hook up to the system or not. Mr. Pratt responded that NH state law requires a person to hook up to a system if they are within 100 feet unless they have a septic system which was approved approximately after 1985. Discussion on phasing and pipe size details ensued. Mr. Alpers brought up that Mr. Coates is working with the state for a special appropriation due to the projects potential benefit to Wellington State Park. Mr. Alpers added that the project will not go forward if the Town does not receive the grants applied for. Mr. Alpers asked if there were any further questions, there being none, closed the Bond Hearing at 6:46 PM.

County Update: Newly elected County Commissioner, Marcia Morris attended the meeting to establish a line of communication with Bristol and left her contact information with Mr. Coates. She explained the branches of the County Government and highlights of the coming year's priorities.

Building and Lighting Audit Report Presentations: Carl Edin of Energy Management Consultants Inc. (EMC) presented his High Performance Lighting Improvement Project report. He met with the architects of the new Town Hall and conducted savings analysis of the new Town Hall and all of the other Town buildings. The new Town Hall will realize an energy savings of over \$4,000 per year with a 1.79 year payback. Most of the buildings qualify for a 50% rebate from Eversource for energy upgrades. He went over the process of project acceptance and completion. He added that municipalities qualify for Smart Start financing which is a 0% interest loan after an administrative fee and is spread out on the monthly electric bills. The Board gave Mr. Coates permission to look into the Smart Start financing with Eversource.

Doug Waitt, HVAC Mechanical Engineer from Design Day Mechanicals presented his Energy Audit of the Thermal Envelope & HVAC Recommendations for the new Bristol Town Offices at 5 School Street. Mr. Waitt recommended building envelope improvements at an estimated cost of \$20,437 and replacing the electric heating system with a new high efficiency heat pump at an estimated cost of \$84,918, the simple payback for both of these improvements would be 10.64 years. The new heating system will be eligible for Eversource's 50% rebate. The next step is to give the reports to Eversource for rebate review and to begin the Smart Start loan process.

2019 Warrant Articles: Selectboard member, Don Milbrand joined the meeting via conference call which is allowable per RSA.

Article 11-Sewer to Lake Project. Mr. Alpers read Article 11 in its entirety. Mr. Coates informed the Board that Attorney Chris Fillmore advised that if the Budget Committee does recommend the article, it will appear without 10% override language. If the Budget Committee does not recommend, then the 10% override language needs to be included. Ms. Dion made motion to approve Article 11, Mr.

Anderson seconded. Discussion followed. The Board voted 5-0 to recommend the warrant article, motion carried.

Article 14- Establish Contingency Fund for the current year of \$25,000 for unanticipated expenses with funds coming from the Unassigned Fund balance. Discussion followed. Mr. Anderson made a motion to approve Article 13, Ms. Dion seconded. No further discussion. The Board voted 5-0 to recommend the warrant article, motion carried.

Article 15-To allow the Town to raise and appropriate \$38,893 for the purpose of hiring a full-time permanent Firefighter. This amount includes salary and all benefits for six months. Ms. Dion made motion to approve Article 14, Mr. Alpers seconded. Discussion followed on the pros and cons of this article and that other contract towns pay towards this position as well as the Town of Bristol. The Board voted 3-2 to recommend the warrant article, motion carried.

Article 16-Amend the Ambulance Replacement Revolving Fund so that the first \$60,000 of ambulance proceeds shall be placed in the fund each year. Mr. Alpers read the article in its entirety. Ms. Dion made a motion to approve Article 15, Mr. Alpers seconded. Mr. Anderson asked if the \$60,000 is evenly funded from all the member towns. Mr. Milbrand replied that the \$60,000 is pulled from gross proceeds and is not based on the formula used in the contract. There being no further discussion, the Board voted 3-2 to recommend the warrant article, motion carried.

Article 17-Raise and appropriate \$10,100 to purchase a refurbished power stretcher for the Fire Department. Discussion followed. Mr. Anderson made a motion to approve Article 16, Ms. Dion seconded. There being no further discussion, the Board voted 5-0 to recommend the warrant article, motion carried.

Article 18- Raise and appropriate \$2,955 for the first year of five-year lease to buy program to purchase nine Tasers for the Police Department. Payments of \$3,050 for years two through five with a total of \$15,155. Discussion followed. Ms. Dion made a motion to approve Article 17, Mr. Morrison seconded. There being no further discussion, the Board voted 5-0 to recommend the warrant article, motion carried.

Article 19- Raise and appropriate \$13,600 for the first year of five-year lease to buy program to purchase ten body-worn cameras for the Police Department. Payments of \$5,976 for years two through five with a total of \$37,500. Discussion followed. Mr. Morrison made a motion to approve Article 18, Mr. Anderson seconded. There being no further discussion, the Board voted 5-0 to recommend the warrant article, motion carried.

Article 20- 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 established in 2015 with the remaining \$35,000 to come from general taxation. Ms. Dion made a motion to approve Article 19, Mr. Alpers seconded. Mr. Alpers explained that this is for the cruiser replacement and would reduce it to the cost of the vehicle. Further discussion ensued. The Board voted 5-0 to recommend the warrant article, motion carried.

Article 21- Raise and appropriate \$12,000 for Fourth of July fireworks display. Discussion ensued. Mr. Morrison made a motion to approve Article 20, Mr. Anderson seconded. The Board voted 5-0 to recommend the warrant article, motion carried.

Article 22- 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

Ms. Dion made a motion to approve Article 19, Mr. Alpers seconded. Accrued Wages has been leveled off to prepare for future retirements. A number of Capital Reserve funds have been doubled up as they were cut last year. The Finance Director will have the outcome on the tax rate of this article on Monday (February 11) for the Budget Committee. The Board voted 4-0-1 to recommend the warrant article, motion carried. Further discussion followed.

Article 12-Petitioned Warrant Article to raise \$250,000 for the purposes of paving, construction, reconstruction, and maintenance of municipal roads within the Town of Bristol. \$95,000 to come from State of NH DOT Highway Block Grants, \$155,000 to come from general taxation. Legal counsel was consulted and conveyed a number of possible outcomes regarding this article. Further discussion ensued. Mr. Milbrand made a motion to approve Article 22, Mr. Morrison seconded. The Board voted 2-2-1 to not recommend the warrant article. Mr. Milbrand then exited the meeting remotely.

Newfound Lake Region Association (NLRA) Partnership Items:

Cummings Beach Memorandum of Understanding (MOU): A draft MOU was developed with the intent of clarifying roles regarding the swale at Cummings Beach. Discussion followed with Boyd Smith. Mr. Coates asked for the Boards permission to sign the final MOU. Ms. Dion made a motion to allow Mr. Coates to sign Cummings Beach MOU once completed, Mr. Morrison seconded. There being no further discussion, the Board voted 5-0, motion carried.

Funding Offer for Stormwater Management: Highway Superintendent Bucklin was not able to attend this meeting. Discussion followed with Boyd Smith regarding NLRA funding the Town for culvert/drainage improvements in the area of Wulamat Road, with a materials budget of \$2,000. Mr. Anderson made a motion to authorize Mr. Coates to sign the Offer of Funds letter upon approval of Highway Superintendent Bucklin. There being no further discussion, the Board voted 5-0, motion carried.

Hebron Transfer Station Use MOU: The Town of Hebron had asked that wording be added to the MOU to allow The Merrill Brothers, local contractors, to bring large items to the Transfer Station for their customers. The Board discussed the issue of other contractors not being able to do this, thus could not

support this request. Mr. Coates asked if the Board approved of moving forward on this MOU if the Town of Hebron agrees with this decision. The Board agreed to move ahead with the MOU as written.

Town Administrator Report: Mr. Coates reminded the Board that the Public Information session for the Sewer Extension Project will take place on February 19th. The Board will need to meet after the Budget Committee meeting to approve the budget. February 12th at 4:30 PM was agreed upon.

Select Board Items: Ms. Dion reported that the Bicentennial Committee discussed using the storefront of the old barber shop for informational and advertising purposes. The owner of this property has agreed to this. Ms. Dion added that a branch has fallen on the Town of Bristol sign on Route 3A coming from Hill. She concluded that the Kelley Park Committee met to discuss moving forward on the Charrette results and are considering forming a non-profit Friends of Kelley Park to be used to collect donations for this project.

Mr. Anderson has had discussions with Mr. Coates and Paul Barnett regarding economic development and the formation of a 5013C to establish a non-profit for the proposed incubator at the new Town Offices. Nik is checking with legal counsel on this. Mr. Anderson also would like to open up a conversation with Select Boards on the formation of a regional Fire Department. Mr. Alpers agreed that this would be a good first step.

Public Comments: Shaun Lagueux spoke on the petitioned warrant article on paving. The article would cause the loss of \$95,000 from Block Grant payments if this were to pass and would need to be offset in the budget.

Nonpublic Session: Ms. Dion motioned to enter nonpublic session per RSA 91-A:3, II (a) at 7:50 PM, seconded by Mr. Anderson. The Board voted 4-0, motion passed. Ms. Dion motioned to exit nonpublic session, seconded by Mr. Morrison. The Board voted 4-0, motion passed. Ms. Dion motioned to adjourn meeting at 7:55 PM, seconded by Mr. Anderson. The Board voted 4-0, motion passed.

Respectfully submitted,

Wendy Smith