

**Minutes
Bristol Select Board
January 2, 2020**

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

Absent:

Non-Public Session: Mr. Alpers made motion to enter nonpublic session per RSA 91-A, II (a) at 4:37 PM. Seconded by Mr. Milbrand. Roll call vote taken. 5-0-0 in favor, motion carried. Motion made by Mr. Alpers to leave nonpublic session at 4:55 PM. Seconded by Mr. Milbrand. Roll call vote taken. 5-0-0 in favor, motion carried.

Public Session: Chair Dion opened the public meeting at 5:00 PM with JP Morrison leading the Pledge of Allegiance.

Others Present: Mark Bucklin, Highway Superintendent; Fire Chief Ben LaRoche; Police Chief Jim McIntire; Jeff Chartier, Water & Sewer Superintendent; Paul Bemis, Energy Committee Chair

Consent Agenda: Mr. Milbrand made a motion to approve the consent agenda dated January 2, 2020, to include the items named therein, seconded by Mr. Alpers. No discussion took place. The Board voted 5-0-0 in favor of the motion to approve the consent agenda.

Capital Improvements Program Committee (CIP) Report: Don Milbrand, CIP Chair presented the CIP report for 2020. The Police Department Cruiser Capital Reserve fund will not need the scheduled \$50,000 in 2020 as there is currently \$6,000 in that fund. The amount on the warrant will be \$44,000 with \$10,000 of offsetting revenue from the Police Detail Revolving Fund and \$34,000 from taxation. The \$50,000 will be used to for the next cruiser that is due to be replaced.

The Public Works Department realized savings on the backhoe in 2019. Mr. Milbrand did a cash flow analysis for truck replacement determining that \$85,000 per year should be put into the Capital Reserve Fund over the next four years. A front-end loader was added for 2020 as it was not purchased in 2019. The Public Works line also includes \$20,000 for garage upgrades.

The Fire Department Equipment Capital Reserve fund has been steadily funded at \$75,000 for the past couple of years. A cash flow analysis determined that the line should be increased to \$85,000. The analysis went out to 2040 and included the replacement of the ladder truck in thirty years. \$75,000 is included in 2022 for plans for a new public safety building, bringing that line up to \$150,000 making it have a zero impact on capital expenditures. Mr. Alpers asked if the deposits into the Capital Reserve line covers all anticipated fire apparatus replacement and Mr. Milbrand confirmed that it does. Mr. Morrison inquired as to whether the Sewer Extension project is included in the plan and was informed that as there is no cost information yet, it is not in the plan.

Long Range Projects Discussion-Sewer Extension and Public Safety Building: The Central Street Pump Station is included as a warrant article in case the sewer extension project does not go through. The article is to raise \$500,000 for design and construction of a new Central Street Pump Station. \$400,000 to come from a grant, \$50,000 to be paid from the Sewer Capital Reserve Fund and \$50,000 to be paid from sewer user fees. Discussion also occurred on the sewer extension project grant opportunities.

The contract for the design of the public safety building from Groen Construction is being reviewed by Town legal counsel. There are two options for the design phase: \$100,000 for full construction plans or \$9,000 for the architectural plans and cost estimating based on the designs. Discussion on the contract specifics took place with Police Chief McIntire and Fire Chief LaRoche. Mr. Coates will have a draft contract at the next Select Board meeting. The warrant article was discussed involving the timing which is targeted for 2022 after the library and Engine 4 loans have been paid off. Mr. Alpers recommends the full construction plans for \$100,000 and using the unreserved fund balance as opposed to taxation.

2020 Warrant Drafting: Mr. Coates opened up the discussion on drafting the 2020 warrant. It was agreed that it is the intent of the Select Board to have the elections held at 5 School Street.

The Power Purchase Agreement and Lease (PPA) warrant article for the Water and Sewer solar development project may be changed if the appropriated amount of \$83,000 needs to be broken up between the Water and Sewer lines. NH Department of Revenue (DRA) will be getting back to Mr. Coates on whether that needs to be done or not. Mr. Bemis, Energy Committee Chair explained that the PPA allows the Town to enter into a long-term agreement with Barrington Power (BP Bristol, LLC) which will provide power from the proposed solar array. He went over the details of the solar project and the savings associated with it. The power demand has been increased by including the Fire, Police, and Highway Department buildings as well as the Town Offices. Credits associated with excess energy produced at the Water & Sewer Departments could then be applied to these buildings. The PPA allows the financing of this \$1.5 million-dollar installation by partnering with the power company who becomes our power supplier at a rate of .0975/KWH. Savings are estimated to be approximately \$5,000 to \$30,000 per year, with a potential future savings of up to \$50,000 per year. To further increase Bristol's energy independence, the Committee is looking into batteries to store electricity in the future. Public Hearings will be taking place and Mr. Bemis put together a video to further explain this project to the public. Mr. Bemis answered questions from the Select Board and clarified that the \$83,000 PPA is the electricity capacity of the solar array which we are obligated to purchase each year from BP Bristol, LLC who becomes our energy supplier. This amount is similar to what the Water and Sewer Department is currently paying for electricity each year. The PPA includes the stipulation of a yearly increase of 1.5%. Mr. Bemis added that the power company will be responsible for equipment maintenance and upkeep. Mr. Coates is working with Town Counsel on the language of the warrant. Discussion on the wording followed as well as logistics and timing of the project. The Board thanked Mr. Bemis for his presentation.

Mr. Coates went over the warrant article Police Capital Reserve Fund and stated that \$10,000 is set to come out as an offset from the Revolving Fund. Mr. Milbrand added that there is \$6,000 in the Capital Reserve Fund currently, leaving a balance of \$34,000 to come out of taxation.

Chief LaRoche answered questions from the Select Board on the warrant to replace defibrillators and monitors. The warrant article is for \$15,000 for the first year's payment of a lease purchase. Chief LaRoche went over the pros and cons of three different vendors.

Mr. Coates reported on the warrant for a message board to be used by all of the departments to keep the public informed of different weather and traffic situations and public events. A grant which would cover half of the cost has been identified. The grant would be for \$8,000, which is half the cost of the sign. The project would not go forward if the town did not get the grant.

Mr. Bucklin, Highway Superintendent went over the article to construct a salt and sand shed. The existing shed is approaching the end of its usefulness and having a shed in a different location would

allow for road redirection which would improve traffic flow. Mr. Bucklin is recommending Reese Construction's quote of \$130,000. Another company quoted nearly double this amount for a pole barn. Mr. Alpers brought up that continuing to cover the existing sandpile with tarp is expensive and an employee injury risk.

Mr. Bucklin continued with a discussion on the article to raise \$45,200 to renovate the Highway Department garage bathroom and second floor facilities. Discussion on the details of this project followed.

Mr. Coates presented the article to raise \$177,500 for an emergency backup generator, elevator, Electric Vehicle (EV) charging station, and office furniture. The office furniture is for furniture for the Town Offices, the Water and Sewer Department, and the Old Town Hall. 55% would come from a grant and the remaining 45% would come from general taxation. The article is contingent upon the Town receiving the grant. The Select Board agreed to remove the cost of the EV charging station from the article.

The article to raise \$14,000 for the 2020 Fourth of July fireworks costs was briefly discussed. The Board agreed that 2019's display was successful and to stay with Hells Gate Fireworks for 2020.

Mr. Coates went over the article to establish an Expendable Trust Fund to raise \$5,000 for the purpose of establishing a Patriotic, Recreation and Special Events Expendable Trust Fund. Presently \$15,000 is budgeted in the operating budget each year for these purposes. Establishing this fund could save tax dollars because it will allow funding from the operating budget to be rolled into the fund by Town Meeting. This would avoid the need to raise \$15,000 each year through taxation. If this article passes, costs associated with fireworks would come out of this fund. This would be in combination with the Charitable Trust Fund to be established to accept donations.

Mr. Coates continued with the presentation of the article to raise and appropriate \$240,000 for Capital Reserve Funds previously established. The funds are distributed as follows: Accrued Wages-\$35,000, Assessment Reval-\$35,000, Fire Engine-\$75,000, Highway Equipment-\$85,000 and Town Building Maintenance-\$10,000. Discussion on this article followed.

A Public Hearing for the warrant articles is scheduled for February 6, 2020. Mr. Coates suggested the public hearings for Hemlock Brook Road and Sunset Heights be scheduled for the Select Board meeting of February 20, 2020.

Select Board Items: Mr. Anderson expressed concern of the cost of both the proposed Public Safety Building and the Sewer Extension project. Mr. Milbrand inquired on impact fees associated with the sewer project. Mr. Coates replied that the engineering company has worked on that in the past, but the grant aspect of the project is currently being focused upon. Discussion followed on the variables and timing of these projects.

Public Comments: None

Respectfully submitted,

Wendy Smith