

**MINUTES**  
**BRISTOL BOARD OF SELECTMEN MEETING**  
**June 3, 2010**

**PRESENT:** Selectmen Jeff Shackett, Phil Dion, Joe Denning, Don Milbrand; Assessing Assistant Christina McClay

At 6:00 PM, in Chairman Alpers absence, Selectman Denning called the meeting to order.

Selectman Denning began with announcing the public hearing for the Street Lighting Project, but was asked to allow Town Clerk/Tax Collector Raymah Simpson to speak to the Board. Ms. Simpson explained that she had been approached by the Republic Committee to run for the Grafton County Registry of Deeds. Ms. Simpson advised the Board that she has chosen to run in this election. The Board clarified how this would affect her duties in Bristol. Ms. Simpson indicated that should she win the election in November 2010, she would then be required to resign as Town Clerk/Tax Collector. The Board extended their heart felt best wishes indicating that Ms. Simpson has done a fine job with respects to her position and that should she win this election she would be greatly missed.

Ms. Simpson also reminded the Board that the software company, Avitar, has been scheduled to do a presentation at the June 14<sup>th</sup> Budget Committee meeting. Selectman Shackett indicated that it would be beneficial if all Board members as well as any Staff affected by a software change took time to attend this presentation. He also reminded the other members of the Board that the presentation doesn't indicate a decision on software and that we should follow the correct procedure and issued Request for Proposals (RFP's) before any final decisions are determined.

**Street Lighting Project Public Hearing**

Selectman Milbrand explained that there were still some items to be worked out before the conversion process begins. He stated that Public Service of New Hampshire (PSNH) was requesting a police detail for some locations, a dumpster for disposal of the removed lighting and a storage area for the new replacement lights. PSNH has provided the Town with a list of lights that have currently been removed and as of this meeting, are not planned for replacement. Areas of concern where the lighting has been removed were discussed noting that it is the Town of Bristol's policy to illuminate intersections. Once the removal list has been finalized, and resubmitted if necessary to PSNH, then the agreement can be approved and signed by the Board. PSNH then guarantees the project completion within 90 days. Selectman Denning motioned to reinstate four (4) lights: two (2) on North Main Street, one (1) on Prospect Street and one (1) on Riverdale Road, 2<sup>nd</sup> by Selectman Milbrand, motion passed with an all in favor vote. Seeing no further discussion on the Street Lighting Project, Selectman Shackett officially closed the public hearing at 6:20 PM.

**Budget Update**

Assistant Christina McClay updated the Board with regards to adjustments in budgets to accommodate short falls as well as the life and disability insurance amounts. The Fire Chief's

budget adjustments were previously approved with the stipulation of keeping within the bottom line of the Fire Department budget. The following Department Heads were able to locate the monies for life and disability within their budgets: the Police Department, the Fire Department, the Highway Department, the Library, the Assessing Department and the Water/Sewer Department. The remaining Department budgets do not have room for any additional expenditure, but Assistant McClay located excess funds within the Town Manager budget line (4130-110). After removing the prior Town Manager's payroll expenditures, a previously approved item, and the new Town Administrator's pay for the remainder of the year, it was determined that there is enough funds to cover the life and disability for the following departments: Executive, Financial Administration, Town Clerk/Tax Collector and Land Use. Assistant McClay advised the Board that Administrative Assistant Gylene Salmon helped to locate the funds and prepare the proposal for the Board.

In addition, the Board previously requested that Assistant McClay attempt to locate approximately \$500 in the budget for the Fire Chief. This amount was located in the New Equipment line under Property Appraisal (4152-810). This line will cover the Life and Disability for Property Appraisal and the additional \$500. The line was previously indicated for additional back up drives for scanning. With the current back up drive not functioning properly and requiring replacement, Assistant McClay has determined that it will not be feasible to acquire the previously planned drives for scanning. The Board found the suggestions appropriate.

Assistant McClay gave an update to some potential items that may be coming before the Board for budget consideration. Assistant Salmon, is soliciting quotes for replacement of the "fried" air conditioning unit that covers the meeting room and a portion of the Police Department. In addition, the back up drive is currently a temporary "loaner" system and quotes are being gathered for its replacement.

#### **Update on Paving Project – Police Detail**

Police Chief John Clark submitted a memorandum explaining the policy of the Department of Transportation (DOT) with regards to flagging and police details on paving projects. He advised that he had visited the project to verify that traffic was still flowing smoothly and that there were no hazards. He also provided the Board with a copy of the DOT policy. The Board reviewed the submitted information.

#### **New Applicant for Police Department**

Police Chief John Clark submitted an email memorandum updating the Board to the status of the new applicant for the Police Department. The Board reviewed the email. It was noted that the Chief is keeping the Board in the loop with regards to what is going on and Selectman Shackett appreciates that the Chief is cognizant of any potential issues. Further discussion will occur in non-public under 91:A.

#### **Hazard Mitigation Plan Conditional Approval**

Fire Chief Steve Yannuzzi stated that this plan has been in the works for over a year. It basically outlines the possible hazards the community could face, the potential of those hazards, how we would mitigate it and how we would recover from it. This plan intersects with the existing

Emergency Operations Plan. Chief Yannuzzi was a member of the committee that helped to establish the Mitigation Plan. The Board was requested to review the adoption and approval section of the plan. Selectman Denning moved that the Board adopt the Hazard Mitigation Plan, 2<sup>nd</sup> by Selectman Dion, passed with an all in favor vote.

### **Selectmen's Items**

Selectman Shackett reminded the Board that the June 10<sup>th</sup> meeting has been cancelled. He also relayed a request from Chairman Alpers to move the next Board of Selectmen's meeting from June 17<sup>th</sup> to June 15<sup>th</sup>. Multiple members had conflicts with the June 15<sup>th</sup> date; therefore, the meeting will remain on June 17<sup>th</sup>.

Selectman Shackett inquired on the status of the review of the Proposed Land Use Fees. The Board will review the proposal and Assistant McClay will schedule for the next meeting on June 17<sup>th</sup>. Ms. McClay will also get Selectman Dion a copy of the proposal for his review.

Assistant McClay advised that during the May 27, 2010 Board of Selectmen's Meeting, there was a mix-up with the signing/rescinding of two tax deeded properties. The incorrect property on West Shore Road was rescinded and the property on Jonelle Drive was deeded. It was supposed to be the opposite. Selectman Denning motioned to rescind the deeding of Jonelle Drive-Map/Lot 211-022 and to deed 429 and 431 West Shore Road-Map/Lot 203-065, 2<sup>nd</sup> by Selectman Dion, passed with an all in favor vote.

Selectman Denning motioned to approve the May 27, 2010 minutes as presented, 2<sup>nd</sup> by Selectman Dion, Abstention by Selectman Milbrand, and minutes passed with a three (3) in favor vote.

Selectman Milbrand gave an update on the Pemi-Pathway Project. Don Milbrand, Shawn Sweeney and DES toured the path. The majority of the project appears that it can be properly permitted. The area under question is the bridge on Water Street. The bridge is okay but once across the bridge there is a ravine. Shawn Sweeney will do a feasibility study. Selectman Denning and Milbrand both agree that the committee should be reconvened after confirming status of the letter intent.

Selectman Milbrand also updated that the mitigation on Smith River. The agreement with the abutters is there, but the last item is the State approval. Once finalized, some work will be done in the fall, but the majority will be done in the spring.

Selectman Shackett toured the Mica building yesterday. He worked with Superintendent Bucklin to make sure that the building was secured. Assistant McClay has the key to the building. Selectman Denning has talked with Land Use Officer with regards to Brownfield funding. He also contacted Mike Izzard at Lakes Region Planning Commission (LRPC) to inquire if the Transportation Enhancement Project was expanded to include this building, could there be additional funds available. Mr. Izzard advised Selectman Denning to work up a project and get it back before LRPC for review. Selectman Denning called for a meeting of the Transportation Committee, which will meet on Monday, June 7, 2010 at 9:00 AM at the Mica Building. This Committee will formulate a proposal to bring back to the Board for

consideration. It was also determined that the building next door was in some type of foreclosure and Michelle Bonsteel has been requested to check into the status of the property with the mortgage holding bank for potential purchase.

**Public Comments**

Fire Chief Yannuzzi announced the Mooseman Triathlon takes place this weekend. There were requests for additional volunteers/retail staff to help out during the Triathlon. The course will be the same on Saturday but has been extended on Sunday to the Rumney/Groton area. Chief Yannuzzi will pass comments about the impact of business owners and notification to the Endorfun members.

Barbara Greenwood, a member of the Friends of Minot-Sleeper Library, updated that the Friends held their annual Yard Sale last weekend. It was very profitable, raising over \$3000. Selectman Shackett felt the use of the bike patrol for the yard sale was a very positive factor for the Police Department. He would like to see this continue on through the summer and more toward the center of the Square.

At 6:55 PM, upon motion by Selectman Denning, 2<sup>nd</sup> by Selectman Dion, the Board voted to enter into a non-public session under RSA 91: A; Personnel and Legal, with an all in favor vote.

At 7:45 PM, upon motion by Selectman Shackett, 2<sup>nd</sup> by Selectman Denning, the Board voted to exit the non-public session and return to a public session, with an all in favor vote.

Selectman Milbrand reviewed an outstanding invoice for the Central Street Bridge Project. Selectman Milbrand motioned to approve and pay the outstanding invoices, 2<sup>nd</sup> by Selectman Denning and passed with an all in favor vote.

The Board advised that the Sewer to the Lake Committee will be meeting on June 8, 2010 at 6:00 PM at the Treatment Plant.

At 7:50 PM, upon motion by Selectman Shackett, 2<sup>nd</sup> by Selectman Denning, and upon vote of all four members present, the meeting was adjourned.

Respectfully submitted,

Christina McClay  
Assessing Assistant

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Rick Alpers, Chairman

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Jeff Shackett, Vice-Chairman

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Joe Denning, Selectman

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Don Milbrand, Selectman

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Phil Dion, Selectman