

**MINUTES**  
**BRISTOL BOARD OF SELECTMEN MEETING**  
**July 15, 2010**

**PRESENT:** Chairman Rick Alpers; Selectmen Jeff Shackett, Phil Dion, Joe Denning, Don Milbrand; Town Administrator Michael Capone; Assessing Assistant Christina McClay

At 6:03 PM, Chairman Alpers called the meeting to order.

**Cell Tower Public Hearing**

Chairman Alpers explained that it is State Law to hold two public hearings no less than ten (10) days but no more than 14 days apart to discuss the contract highlights with MTS Realty, LLC (parent company)/Maxton Technology, Inc. to erect a cell tower on town owned property on Chestnut Street. Stephen Kelleher, Site Acquisition Specialist from Maxton Technology attended the meeting to answer any questions or concerns. Some of the major points/benefits of the contract are the following:

- MTS/Maxton agrees to purchase and install new equipment for emergency services and town related functions, which is an approximate cost of \$53,000 and a great service to the Town. In addition to the purchase, Maxton also agrees to give the Town the top of the tower.
- The Town will abate rent for 48 months. After this time frame, the rent will be \$850 per month with ten percent (10%) increases every 5 years. The COLA fee or rental fee for each Broadband Tenant will be \$250 per month for each carrier after the initial one.
- If MTS/Maxton gives notice and chooses to leave, they will deed over the tower and leave for the Town's usage.
- The Cell Tower will provide better cell phone coverage. (An additional tower is planned for the Route 104 area)
- The structure is taxed, adding additional revenue.

The Board's overall goal was to increase cell phone coverage and to satisfy issues with the Police/Fire coverage. The contract should be executed before the next public hearing scheduled for July 29, 2010 at 6:00 p.m. Hearing no further questions/comments regarding the Cell Tower Project/Contract, the public hearing portion of the Selectmen's Meeting was closed at 6:24 pm.

**Sewer to the Lake Project Update**

The Board held a work session last week at the Treatment Plant to determine the status of the Sewer to the Lake Project. At this meeting, it was determined that in order for the project to move forward it would need to come before the Town at a Special Town Meeting. Burt Williams researched legislation that allows for Special Town Meetings, clarifying that the bill has passed the House and the Senate, and was awaiting the Senate president's signature. Without this bill the Town would need to apply to the Superior Court for permission to hold a meeting, but this project doesn't qualify for an emergency status as required by statute. Selectman Denning will follow up on the status of the bill. The Board agreed to table the issue until they were able to determine the status of the legislation.

### **Central Street Bridge Update – Winterset/SEA**

The Board has reviewed a “punch list” agreement of items required to be fixed/repared/finalized by Winterset for the completion of the Central Street Bridge Project. Chairman Alpers gave credit to New Hampton’s Town Administrator Barbara Lucas and Selectman Paul Tierney for spear-heading, taking care of the completion of the project and working out all of the legal items on behalf of the Town of Bristol. The Board recommends that a “thank you” letter be composed for both Barbara Lucas and the New Hampton Board.

The Central Street Bridge will be closed on July 21, 2010 from 8:00 am to 4:00 pm for maintenance/repair. The ten (10) items listed are scheduled to be completed by August 3<sup>rd</sup>. Selectman Denning motioned to approve and sign the Settlement and Release Agreement between Winterset, the Town of New Hampton and the Town of Bristol, 2<sup>nd</sup> by Selectman Milbrand, passed with an all in favor vote.

### **Personnel Action Form**

The Town Administrator Michael Capone inquired with the Board on what authorities should be given for the Personnel Action Form. This form previously requested the Town Manager’s Signature for approval on a new hire, probationary period review, pay increase, reimbursement request, request for outside training and termination. With the Town Manager form of government changed, the Board signatures have been added to the form. The Board requested that all items require the Department Head and the Town Administrator’s approval and the Board of Selectmen’s signatures would be required for a new hire, probationary period review, pay increase, and termination. Assistant Christina McClay will fix the form with the changes as directed and distribute to the Town staff.

### **Meeting Schedule**

Town Administrator Capone inquired on scheduling Selectmen’s meetings as currently the Board is meeting weekly. The Board would like to go back to every other week beginning in August with the understanding that there may be additional meetings as the budget season begins. Assistant McClay will update the Selectmen’s schedule, posting online and at the Town Offices.

### **Selectmen’s Items**

Chairman Alpers inquired if the other Board members approved of Town Administrator Capone attending a public hearing on the moorings application scheduled for July 21, 2010 at 2:00 pm at the Department of Safety in Concord. The Board agreed to have the Town Administrator attend on behalf of them. Selectman Denning will meet the Town Administrator at the hearing.

Chairman Alpers presented an Application to serve on the Conservation Commission, which was submitted by Maureen McGuire. Assistant McClay explained that the Conservation Commission is supporting this application and that this is the seventh and final position to be filled. Selectman Shackett motioned to approve the appointment of Maureen McGuire to the Conservation Commission, 2<sup>nd</sup> by Selectman Dion and passed with an all in favor vote. Assistant McClay will prepare the paperwork for the Town Clerk and contact Maureen McGuire to advise.

Town Administrator Capone advised the Board that the first week has been fun and that he would like to recognize Assistant McClay for her assistance in making the transition smoother and getting him up to speed.

The Board also welcomed Town Administrator Capone commenting that there have already been improvements. They are happy that he is here and the citizens in Town also seem to be reflecting this as well. In addition, Assistant Kelly Lacasse is scheduled to return on August 9, 2010 part-time for two weeks and then back up to her normal schedule.

Chairman Alpers inquired on the Board's interest in scheduling a goal setting work session. The session would help the Board gauge the direction they would like to go. Chairman Alpers will gather information about potential ways to handle this session and schedule with the Board.

Selectman Milbrand updated the Board from the Historic District Commissions meeting. The Tapply-Thompson Community Center is on the list for compliance with the finish of the stone wall in front of the building. Selectman Milbrand also updated the Board that the signs for the location of the Historic District should be placed within the next week.

### **Public Comments**

Planning Board Chair Dan Paradis inquired on the plan for Summer Town Meeting. He advised the Board that members of the Lake District are planning on attending to discuss Zoning issues. Chair Paradis feels that this is a good opportunity to take notes and get the input that would aid in revisiting the Zoning Ordinance. Chairman Alpers explained that currently the plan for Summer Town Meeting is to have Department Head Introductions and Updates, the Town Administrator and the Chairman to do project updates and then the agenda could add a small presentation by Chair Paradis with a public comment section. The Agenda would be posted online and on the television channel.

Budget Committee Chair Shaun Lagueux inquired on any impact to the budget with regards to Police Chief John Clark's departure. Chairman Alpers advised that there should little impact. He stated that the Board and the Police Chief came to a mutual agreement. The Chief had two (2) years left on his contract, so the Board authorized a six (6) month pay out using only the currently budgeted payroll line. Any vacation time, etc., owed would be paid from Accrued Benefits, which does not affect the budget.

### **Minutes**

Selectman Shackett motioned to approve the July 8, 2010 minutes as presented, 2<sup>nd</sup> by Selectman Denning, the motion passed with an all in favor vote.

At 7:07 PM, upon motion by Selectman Milbrand, 2<sup>nd</sup> by Selectman Denning, the Board voted to enter into a non-public session under RSA 91: A; Personnel, with a roll call vote of 5-0.

At 8:14 PM, upon motion by Selectman Denning, 2<sup>nd</sup> by Selectman Dion, the Board voted to exit the non-public session and return to a public session, with a roll call vote of 5-0.

At 8:15, upon motion by Selectman Denning, 2<sup>nd</sup> by Selectman Denning, the meeting was adjourned with an all in favor vote.

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