

**MINUTES
BRISTOL BOARD OF SELECTMEN
October 14, 2010**

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

At 6:00 PM Chairman Alpers called the meeting to order.

Public Comment on Brownfield Clean-Up Project – Mica Building

Town Administrator Michael Capone explained that the Town is working on an application for the Brownfield Grant Program seeking funding to take down the Mica Building. Under this program, Federal EPA funds are available to assist with projects such as this. Capone stated that according to the guidelines, notice for the public comment period (October 1st through October 14th) was advertised on September 30. A draft of the application has been available for viewing in the Town Office. The purpose of placing it on the agenda this evening is to accept any public comment on the application prior to submitting the final draft on October 15th. Marcia Morris inquired on the timeline for the project and when the Town may receive an answer on funds. Barbara Greenwood stated this project was very good for the Town.

Lobbyist RFP for the Sewer to the Lake Project

Town Administrator Capone proposed moving forward with the draft request for proposal (RFP) emailed out to Selectmen last week for their review and discussion at this meeting. The RFP was soliciting assistance with obtaining funds for the Sewer to the Lake Project. Presently, there are six firms to whom we intend to send the RFP. Once the Board reviews the RFP, Capone has indicated he would like to send it out by next week with a response deadline of mid-November. The goal is to interview and select a firm by January 1st. After a brief discussion, the Board approved the RFP as presented and instructed the Town Administrator to send it out to prospective bidders.

2011 Operating Budget

Town Administrator Capone had distributed a draft operating budget to the Board on October 4. It is the same draft budget presented to the Budget Committee at their October 4, 2010 meeting. The Board is scheduled to meet with the Budget Committee on December 13, 2010 to review the budget. The Board members are still reviewing the budget and had no comments at this time. Chairman Alpers will coordinate work session dates for the Board to discuss the budget.

Amendment to the Drug & Alcohol Policy

The Board reviewed a memo from the Executive Assistant regarding a change in the Town's Drug and Alcohol Policy. According to recent changes implemented by DOT, two new panels for screening have been added. Bristol's policy states that the same testing for DOT applies to non-Dot employees as per the agreement. There is an increase in cost of \$3.00 per test. Motioned by Selectman Shackett, 2nd by Selectman Denning the Board authorizes to implement the changes in testing panels to the policy effective October 1st, 2010.

Selectmen Items

Selectman Milbrand stated he will not be here for the next meeting on October 28th. He also asked if there was an update with the project involving Jen Rocket of US Army Corps. Selectman Milbrand also mentioned the street lighting retrofit project was underway.

Selectman Dion updated the Board on the Cell Tower project before the Planning Board. Their appearance was continued to the November 10th meeting due to problems with notification. The next appearance of the Cell Tower project before the Zoning Board will be on November 3rd. Chairman Alpers suggested Selectmen attend meetings in support of this project.

Chairman Alpers received an e-mail from HDC Chair Clay Dingman requesting a letter of intent from the Board supporting HDC's goal on becoming a Certified Local Government which would assist with applying for funds. The Selectmen discussed HDC's progress over the last few years. The Board authorized the Town Administrator to work with Mr. Dingman on preparing a letter.

Town Administrator Capone received phone calls from the Facilities Director and Superintendent of the School District thanking Mark Bucklin and Jeff Chartier for their departments' assistance with water problems that arose earlier this month. The school was very appreciative of their assistance.

Town Administrator Capone provided an update on the water leak which occurred downtown last month. Although repairs have been completed to the existing pipe, Jeff Chartier is getting quotes on replacing the entire length of pipe (which appears to be from 1896) with a new one sometime in the future.

The North Main Street water supply project is nearing completion. Jeff is bringing portions of the system on-line and training on some of the new equipment. It is anticipated that the project will be completed on December 8, 2010. Jeff will plan tours for both the Board and the public as time permits.

The Planning and Zoning Board's are in need of alternate members. The Town will advertise on the website and in the Crier.

Town Administrator Capone discussed attendance at LGC's Annual Conference by staff. Several staff members have requested to go and there is funding for this. The Board supported professional development by staff and agreed they should go keeping coverage at the Town Office in mind.

Town Administrator Capone will contact Mr. Crawford to explore details of a memorial plaque being placed locally.

Town Administrator Capone had received a response with regard to the Town's request to develop a trail over Army Corp of Engineers land to link Profile Falls with downtown. Administrator Capone has scheduled a meeting for Monday morning, October 18, 2010 at 7:30AM in Franklin to discuss the project further and answer Jen's questions.

Public Comments

Barbara Greenwood commented on the nice work Mark Bucklin's Department did in removing the annex.

With no further business before the Board, at 6:39 PM Selectman Shackett motioned to enter into non-public session, 2nd by Selectman Denning, motion passed 5-0.

Respectfully submitted,

Kelly Lacasse
Executive Assistant

Rick Alpers, Chairman

Jeff Shackett, Vice-Chairman

Joe Denning, Selectman

Don Milbrand, Selectman

Phil Dion, Selectman