

**MINUTES  
BRISTOL BOARD OF SELECTMEN  
November 18, 2010**

**PRESENT:** Phil Dion, Joe Denning, Don Milbrand; Town Administrator Michael Capone  
Chairman Alpers was absent. Selectman Shackett arrived at 6:10 PM

At 6:02 PM, Selectman Denning, as acting Chairman, called the meeting to order.

Selectman Denning motioned to approve the minutes of November 4<sup>th</sup>, 2<sup>nd</sup> by Selectman Milbrand. The Board voted 3-0 in favor of approving the minutes as written

**Public Comment**

Mike Bannon commented on the increase in taxes seen recently in bills. He stated that the increase was unreasonable and that they Town should look for more revenues. The Selectmen agreed that the Town is in need of more revenue.

At 6:10 PM Vice Chairman Shackett arrived and assumed the duty as Chairman for the balance of the meeting.

**Emergency Operations Plan**

Fire Chief Yannuzzi brought an updated Emergency Operations Plan to the Board and reviewed updates made to the plan. Chief Yannuzzi stated he needs the Board's approval in order to send this updated plan to the State. Selectman Denning motioned to accept the Emergency Operations Plan as amended, 2<sup>nd</sup> by Selectman Milbrand. The Board unanimously approved the plan. Chief Yannuzzi noted that future plans should be reviewed and adopted each March after Town Meeting.

**Silver Shores Moorings**

Town Administrator Capone provided the Board with an update on Silver Shores. NHDES had requested a revised map of the area for them to review. Land Use Officer Michelle Bonsteel has recently furnished the map as requested. At this time, we are awaiting final approval from NHDES. The Town Administrator agreed to monitor the situation and report any further updates to the Board.

**Blueberry Shores Escrow**

Town Administrator Capone discussed the escrow account for Blueberry Shores with the Board. Previously there was an account set up to hold funds for tree removal outside Blueberry Shores. The trees have all been removed. Water and Highway Departments have approved the clearing and added a stipulation to the agreement stating that the Town is not responsible for damages caused by future removal of the tree roots, if necessary. Motioned by Selectman Denning, 2<sup>nd</sup> by Selectman Milbrand the Board unanimously voted to release the \$5,000 in escrow funds.

**Street Lighting Request**

A letter from residents concerning the light removal on Castle Lane was reviewed by the Board. The letter expressed concerns with safety and other potential hazards resulting from the removal of the light. Town Administrator Capone discussed another lighting request for Don Gerry Road off of West Shore Road. Selectmen stated that multiple public hearings had been held on street lighting in Bristol. They agreed to hold one last public hearing in December and advertise as much as possible. The Town Administrator will also review the agreement with PSNH for the end of the free charge period.

**Central Street Bridge Updates**

Barbara Lucas, New Hampton Town Administrator met with the Board to discuss outstanding contracts and balances for the bridge. Currently the bridge is in need of seal replacements and has been addressed in a letter from SEA. Ms. Lucas has spoken with Nancy Mayville of NHDOT regarding the warranty on the bridge. As the bridge is close to being complete a letter being written by New Hampton will soon be sent to Bristol Selectmen for approval.

SEA submitted amendment #7 which has been approved by Nancy Mayville of NHDOT. The amendment specifies that the bridge load rating and the record drawings need to be done. Selectmen Denning motioned to approve amendment #7 from SEA, 2<sup>nd</sup> by Selectmen Milbrand. The Board unanimously voted to approve the contract amendments.

**PILOT- Riverview Village**

An agreement between the Town of Bristol and the Bristol Elderly Housing/Riverview Village (SNHS) has been completed for payment in lieu of taxes (PILOT). The PILOT amount for 2010 will be \$5,304.80 which represents 10% of the total rental income. This amount is subject to review annually and is dependent upon the rental income collected.

**RFP for Annual Reports**

Executive Assistant Lacasse provided the Board with an RFP for annual reports. She would like to send bids out by next week. In her memo she suggests reducing the quantity to 1,000 and keeping the 8.5x11” format size. As in previous years, reports could be mailed by request for someone out of the area. However the report will also be available on the website for people to review. Selectman Milbrand requested seeking price breaks from printing companies. The Board approved recommendations made by Ms. Lacasse.

**RFP for Lobbyists for Sewer to the Lake Project**

Town Administrator Capone handed out RFP’s from Lobbyists to the Selectmen for review. The proposals will be given to members of the Sewer to the Lake Committee as well. The Town Administrator suggested that the Board discuss the proposals at a future meeting.

**Updated Employment Application**

The Town Administrator and Executive Assistant have worked on updating the Town’s employment application. The Board reviewed the revisions and inquired on whether it was legal to ask about a person’s convictions in an application. The Town Administrator will confirm that there is not an issue with doing so.

**Updates from the Town Administrator**

The Transportation Enhancement Agreement has been signed and sent off to NHDOT for completion. A letter from three individuals rescued by Bristol EMS and Police on Newfound Lake was reviewed. Town Administrator Capone inquired as to whether the Board wanted to meet on December 30<sup>th</sup> or hold off until January due to the holidays. The Board agreed to check with Chairman Alpers, but suggested meetings on January 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup>.

An additional work session will be scheduled for December 7<sup>th</sup> from 6-8PM to continue a review of the 2011 budget.

With no further business before the Board, at 6:59 PM Selectman Denning motioned to enter into non-public session to discuss legal and personnel matters, 2<sup>nd</sup> by Selectman Milbrand, the motion by a roll call vote 4-0.

Respectfully submitted,

Kelly Lacasse  
Executive 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

Phil Dion, Selectman