

**MINUTES**  
**BRISTOL BOARD OF SELECTMEN**  
**February 10, 2011**

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

Selectman Denning was absent.

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

**Public Hearings on Warrant Articles over \$100,000**

Chairman Alpers opened two Public Hearings on warrant articles over \$100,000. The first Public Hearing was opened at 6:04PM on the Library Project, at a cost of \$1.3 million. The second Public Hearing was opened at 6:05PM on the Water and Sewer Downtown Improvement Project at a cost of \$250,000.

Town Administrator Capone discussed the information he located on loan rates from various banks. Chairman Alpers added that the Board is responsible for securing the financing of a project once approved at Town Meeting.

Selectman Milbrand asked about the bidding process for the project and if Bonnet, Page and Stone would be participating. Selectman Milbrand also stated his position on this project and feels that the Town should look to save money by cutting costs. The Board discussed financing options for the project.

Chairman Alpers opened the hearing for public comment. Shaun Lagueux stated that he would like to see less money spent on the project as well as some changes in the architecture of the proposed building.

With no further comments from the public, Chairman Alpers closed the Public Hearing on the Library Bond Project at 6:21PM.

The Board then discussed the Downtown Water and Sewer Improvement Project. Jeff Chartier, Superintendent of the Water/Wastewater Department, had provided engineering and design estimates for the project. The Board discussed offsetting the fees for this project through grant funds not just user fees.

The hearing was opened for Public Comment. The Board discussed the project overall and some possible reductions in costs. At 6:27PM the Board closed the Public Hearing on the Water & Sewer Downtown Improvements Project.

**New Business**

Town Administrator Capone discussed developing a policy on public postings. Mr. Capone will draft a policy for the Board to review.

The contract with lobbyist firm Alcalde & Fay was reviewed. The Board agreed to begin working with the firm on a consultant basis for one year with review as needed. The funds for the contract will come from the Water/Sewer Reserve Fund. Selectman Shackett motioned to authorize Chairman Alpers to sign the agreement, 2<sup>nd</sup> by Selectman Milbrand. The Board, 4-0 voted in favor of the motion.

Town Administrator Capone informed the Board that the Budget Committee voted unanimously on the budget warrant at \$5,162,780. The Board agreed to accept the Budget Committee's recommendation. Selectman Milbrand, motioned to accept the Budget Committee's recommendation on the proposed budget for 2011. The motion was seconded by Selectman Dion and voted 4-0 in favor by the Board. Chairman Alpers and members of the Board thanked Chairman Lagueux and Budget Committee members for all their work this past season.

#### **Selectmen's Items:**

Selectman Milbrand discussed a draft of legislation (LSR930) which would allow automobile dealers to process vehicle registrations. The Board discussed the proposed legislation and agreed to revisit the issue and provide an opinion for or against once the Bill was presented in final form.

Selectman Shackett discussed the budget line for assessing software. He suggested an RFP for this project. Selectman Shackett also discussed the possibility of the Town Clerk's office accepting credit cards. Town Administrator Capone discussed the idea of the "Virtual Town Hall" which many municipalities are working towards. It would involve the use of a variety of computer programs to allow residents and taxpayers access to Town services at any time and would include the ability to pay taxes on line or review and print assessing records remotely. There would be a tremendous benefit to residents and taxpayers as well as Town Office personnel. The Board was in favor exploring various options as long as it kept costs down.

Selectman Shackett inquired on the status of the RFP's for plumbing, heating and electrical services. Town Administrator Capone stated that a few changes were being made to the RFP based on comments from the Board at the last meeting and that it would be sent out to contractors shortly.

Selectman Shackett asked how the Highway Department was doing given all of the recent storms. The Town Administrator mentioned that the Highway Department overtime line was being managed very well and overall the equipment and sand and salt supply were holding up.

#### **Town Administrator's Report**

Town Administrator Capone provided the Board with updates on the Legislative Bulletins from NHMA, the Transportation Enhancement Project and revisions to the Land Use/Health Officer job description.

On Feb. 23<sup>rd</sup>, at 7PM, Attorney Waugh will be presenting Municipal Law Updates to the Land Use Boards. On Feb. 25<sup>th</sup> a Wellness Session with Primex will be offered to employees.

The new Library Director, Sharon Warga, will be introduced at the next Selectmen's meeting on Feb. 24<sup>th</sup>.

#### **Public Comments**

Ray Courchaine updated the Board on changes to the website including on-line posting of current meetings the same week they occur.

Shaun Lageaux commented on the great service the Town's website provides. He has received a lot of positive feedback from residents who had been watching the Budget Committee sessions on the website and cable channel.

With no further business before the Board, at 7:27PM Selectman Milbrand motioned to enter into non-public session to discuss legal and personnel matters, 2<sup>nd</sup> by Selectman Shackett, the motion passed by a roll call vote 4-0.

At 8:23 PM Chairman Alpers reconvened the public meeting.

The Board discussed possible options for going forward with regard to the cell tower lease. There were two options discussed. One was to follow the procedure originally taken under RSA 41:14-a. Town Administrator Capone presented the Board with a draft of a memo he had prepared to send to the Planning Board and Conservation Commission asking for their recommendation with regard to the property for which the lease agreement is sought. After a brief discussion, Selectman Milbrand made a motion to authorize the Town Administrator to send out the memo and restart that process. The motion was seconded by Selectman Dion and voted 4-0 in favor by the Board.

In addition, the Town Administrator suggested that given the fact that Town meeting was next month the Board could add an Article to the Warrant asking Town Meeting to approve the lease. If that vote passed, there would be no need to continue with the public hearings and the Town could execute the lease agreement. The Town Administrator provided a copy of a draft warrant article he had prepared. After reviewing the Article and a brief discussion, Selectman Dion made a motion to add it to the Warrant for Town Meeting. The motion was seconded by Selectman Milbrand and voted 4-0 in favor by the Board. The Town Administrator said that he would add the Article to the Warrant.

With no other business before the Board Selectman Shackett made a motion to adjourn at 8:43 PM. The motion was seconded by Selectman Denning and voted 4-0 in favor.

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

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Phil Dion, Selectman