

**MINUTES**  
**BRISTOL BOARD OF SELECTMEN**  
**June 9, 2011**

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

Chairman Alpers called the meeting to order at 6:05 PM at the Bristol Fire Department.

**Minutes of May 26<sup>th</sup>, 2011**

Upon review of the minutes from May 26<sup>th</sup>, 2011 Selectman Denning motioned to approve the minutes seconded by Selectman Dion. The minutes were approved by a vote of 4-0.

**Summer Town Meeting Date**

Town Administrator Capone suggested dates for the summer Town Meeting. After a brief discussion, Chairman Alpers suggested July 23 or 30<sup>th</sup> to the Board. The Board agreed on Saturday July 23<sup>rd</sup> at the Old Town Hall.

**Utility Assessing Discussion**

Town Administrator Capone reviewed two proposals received from George Sansoucy, PE LLC to provide utility revaluation services. The options include a fee for the full utility revaluation and report for 2011. The fee for this service would be \$40,000 payable over two years. It would not include any additional updates. The second proposal would provide for a full revaluation and report for this year plus four additional years of utility updates. The cost for this proposal would be \$60,000 payable over five years. Town Administrator Capone recommended the five year proposal due to potential changes which are expected to occur with utilities and the challenges to assessments that might ensue. Having accurate updates each year would be beneficial and perhaps even save the Town some money in cost for appeals as this price includes defense of values and initial challenges from utilities. It was also noted that the price per year would be lower if the telephone pole tax exemption is not repealed. After a brief discussion, Vice Chairman Shackett motioned to accept the five year proposal that includes the 1<sup>st</sup> year revaluation and four years of updates at a cost of \$60,000 spread out over the five years, seconded by Selectman Dion. The Board voted 5-0 in favor of the motion.

**Bristol Fire Department- New Hire**

Fire Chief Steve Yannuzzi introduced the newest member of the Bristol Fire Department, George Clayman. He will begin full-time employment later this month as a Firefighter/EMT. Mr. Clayman has worked part-time for the Bristol Fire Department and has volunteered on the Alexandria Fire Department over the last few years. He is currently in Paramedic School. The Board congratulated and welcomed Mr. Clayman to the Bristol Fire Department.

## **Town Clerk / Tax Collector – Property Updates**

Town Clerk/Tax Collector Raymah Simpson presented the Board with an updated list of properties for tax deeding. Mrs. Simpson has been working to collect taxes from the owners. The Board discussed visiting properties to assess if they are worth taking for resale. There have been issues with a few properties on West Shore Road. Chairman Alpers suggested that the Town Administrator assist the Town Clerk/Tax Collector with this process. Property owners who pay their balances will be removed from the list. Unpaid properties will remain on the list and interest will continue to accrue on any unpaid taxes.

## **Budget vs. Actual through May 2011**

The Town Administrator reviewed budgeted vs. actual expenses and revenues with the Board. As of the end of May, overall budget expenditures are 2 ½ % below average for the period. Revenues were about where they should be. The Town administrator mentioned that he was reviewing the above average expenditures for electricity in some of the departments. He also noted that public assistance budget expenditures were running above average for the year. He noted that department heads review their budgets each month and are addressing these issues within their budgets. There was a question about revenue from ambulance member fees. Town Administrator Capone mentioned that the invoices had been sent out to the member towns. One community had already paid their bill and we were expecting the other two payments shortly.

## **Code Enforcement Discussion**

Town Administrator Capone reviewed a proposal that he and Chief Yannuzzi had prepared for the Board. The Town Administrator mentioned that since the Code Enforcement position had been vacated, office staff had been handling many of the duties. The level of activity has not been very high so it was a good opportunity to review how the position was working and see if there are ways to improve the level of service provided to residents. It also afforded the administrative staff the opportunity to better understand and refine some of the processes in place so that they can function more effectively in a backup role as circumstances dictate. The one thing it does not permit is any level of proactive review or enforcement. The Town Administrator and the Fire Chief proposed having the enforcement responsibilities for the position reside within the Fire Department since most of the statutory authority for enforcement resides within the fire and life safety codes. The administration of building permits would remain in Assessing since most of the building permit information needs to eventually go on Tax Cards anyway. Technical assistance to the Planning and Zoning Boards would continue to be covered by the Town Administrator. In this proposal, the addition of a part-time position to the Fire Department to take over all of the Code Enforcement and Health Officer duties is contemplated. The position would be no more than 16 to 20 hours per week and allow for a more timely response to ongoing enforcement issues as well as more proactive inspections and follow up. In addition, the additional administrative duties picked up by Town Office personnel would be reviewed and recommendations made with regard to additional compensation as required. The net effect would be a more efficient level of service delivered with a reduction in operating expense.

The Board reviewed and discussed the proposal. Selectman Dion expressed concern that some of the responsibilities outlined already reside with the Fire Department. There was some concern expressed with regard to how to coordinate activity between the two departments. Chairman Alpers asked the Town Administrator and the Fire Chief to work on the plan and provide some more specific detail to the Board. Chief Yannuzzi noted that some of the direction needed to come from the Board with regard to the level of enforcement authority they were looking for. The Town Administrator and the Fire Chief will clarify more details on this position for the Board.

### **Selectmen Items**

Selectman Denning stated that in addition to the \$200,000 grant from EPA, the Town is also in receipt of a \$77,000 grant for Safe Routes to School Round 5. The Board discussed the grant from EPA for clean up at 8 Central Square. The Town Administrator mentioned that he will be attending a meeting with EPA on June 20 and hopefully will have more information with regard to project timelines.

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

The hearing on the request for a Special Town Meeting is scheduled for June 23<sup>rd</sup> at 9AM in Grafton County Superior Court. The June 16<sup>th</sup> goal setting session has been postponed and will be rescheduled for some time in July. We have received a written response from PSNH for the questions asked by residents at the May 26, 2011 meeting. The Budget Committee will hold a public hearing and will be voting on their recommendation of the warrant article for the Special Town Meeting at their Monday June 13<sup>th</sup> session. The Board of Selectmen will be meeting with the Newfound Regional School Board on June 13<sup>th</sup>. Chairman Alpers, Selectman Denning and Selectman Dion will attend the School Board meeting and Vice-Chairman Shackett, Selectman Milbrand and Town Administrator Capone will be at the Budget Committee meeting.

### **Public Comments**

David Gallagher spoke to the Board about the two Town parcels on Chestnut Street. He had a concern that the Board had discussed auctioning those parcels, but now he has heard that they may be traded for another parcel in Town. Selectman Shackett commented that no decision had been made as to how to proceed, but the Board will do what they feel is best for the Town of Bristol. Mr. Gallagher asked what progress had been made with regard to the issue of variances with those parcels. Chairman Alpers mentioned that the variance issue is being researched by an attorney and there is no answer as of yet. Chairman Alpers stated that there have been no changes in the zoning of those lots.

Mr. Labonte asked about implementing a restriction on the deed for variances. Chairman Alpers replied by stating that once the Board has an answer from the attorney, they will decide what changes can be made in the best interest of the Town.

Chairman Alpers welcomed back Marcia Morris of the Record Enterprise.

## **Fire Department Tour**

Chief Yannuzzi gave the Selectmen a tour of the Fire Department. He explained the operations that take place in the various areas of the building. He also showed the Board some of the newer items in the Department that had been obtained with grant funding. At the completion of the tour, the Board returned to the meeting room. Chief Yannuzzi left the meeting.

**At 8:12 PM Selectman Denning motioned to enter into non-public session under RSA: 91-A: 3 II (a)(b). The motion was seconded by Selectman Dion and passed by a roll call vote 5-0.**

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

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Phil Dion, Selectman