

**MINUTES
BRISTOL BOARD OF SELECTMEN
July 25, 2011**

PRESENT: Selectmen Jeff Shackett, Don Milbrand, Joe Denning, Phil Dion and Town Administrator Michael Capone.

In the absence of Chairman Alpers, Vice-Chairman Shackett called the meeting to order at 6:00 PM.

Minutes of July 11, 2011

The Board reviewed the minutes of the July 11, 2011 public and non public sessions. Selectman Milbrand made a motion to accept the minutes. The motion was seconded by Selectman Denning. The Board voted 4-0 in favor of accepting the minutes as written.

Minot-Sleeper Library Trustees

Library Trustees Barbara Greenwood and Wendy Costigan attended the Selectman's meeting to speak with the Board about public comments made recently concerning funding for the Library project. Ms. Greenwood stated that no tax dollars have been spent on the library project to date as all funds have been from fundraising. The library has discussed bidding the project but no decisions have been made yet. Ms. Greenwood stated that the library has needs and the Trustees continue to work on a new building proposal. She suggested that the Board visit the library and see what is needed. Ms. Greenwood prepared copies of a packet for the Board of frequently asked questions. The Board thanked Ms. Greenwood and Ms. Costigan for speaking with them.

Smith River Erosion Prevention Project

Town Administrator Capone reviewed the history of the project and overall costs incurred. The project total was estimated at \$245,000 with 80% of that amount coming from Federal funds. At the beginning of the project we received \$91,875, the first half of the Federal funding. To date, \$93,000 – 94,000 has been spent on the project. Vice Chairman Shackett inquired on where the project stands currently. Town Administrator Capone replied that work had been delayed due to a challenge from an abutter to the revised remediation plan previously approved by NHDES, but NHDES had recently reaffirmed the revised plan as acceptable. The Town Administrator has secured a one year project extension to July of 2012 from FEMA. The next step would be to put the project out to bid. If we can get work started again this year, the objective would be to have plantings put in place in the fall and complete the project in the spring. The second half of the Federal funding for the project (\$91,875) will not be received until the project has been completed and signed off so we may have to float that balance until spring.

Vice Chairman Shackett stated he would like to see the project move along quickly so it isn't tied up over several months and perhaps shut down for the winter. The reimbursement cycle is dependent upon completion of project phases which financially impacts the Town's budget.

Vice Chairman Shackett discussed the need for a motion to authorize proceeding with putting the project out to bid. Selectman Milbrand motioned to authorize Headwaters Hydrology to prepare bid documents for the hydrology study, 2nd by Selectman Denning. All four members present voted in favor of the motion.

Budget vs. Actual

Town Administrator Capone reviewed the budget with Selectmen. Overall revenues are looking good. There are concerns with the Police and Fire retirement budgets, which potentially could cost an extra \$30,000 - \$40,000 if the retirement funding issues are not resolved before the end of the calendar year. Senator Forrester is expected to provide actual numbers for our comparison on the retirement. The budgeted Public Assistance funding is just about spent so money will have to be allocated from somewhere else in the budget to cover expenses for the balance of the year. Some savings from the Land Use position vacancy could be used for shortfalls in the budget. Town Administrator Capone will continue to review the budget regularly for any more concerns.

Selectmen's Items:

Selectman Milbrand inquired on the status of the Idling Policy for the Town. It will be discussed at the August Department Head meeting.

Vice Chairman Shackett inquired on the new hours for Wednesday's at the Transfer Station. Town Administrator Capone stated he has received mostly positive feedback on the change. He plans to review some of the numbers from the waste hauling and disposal budget lines to determine the impact of our neighbors in Hebron using our Transfer Station. Additional Transfer Station hours are contingent upon review of the Bristol-Hebron agreement.

Town Administrator Capone discussed the purchase of the land located on 3A. The closing is set for next week. A check for \$65,000 will need to be cut. Paperwork is still being prepared. LGC has been contacted for liability coverage and requirements for the property. Signage posting the property will be needed.

Vice Chairman Shackett requested a proposal for review at the next meeting on maintaining the property.

Town Administrator's Report:

September 15th has been proposed as the next goal setting session for the Board.

The Highway Department will establish a regular schedule for beach maintenance. Their work will be supplemented during the week by the Beach Attendants.

Non-Public: RSA 91-A:3 II (c)

With no further business before the Board, at 6:45PM Selectman Milbrand motioned to enter into non-public session under **RSA: 91- A:3 II (c)** to discuss a personnel matter. The motion was seconded by Selectman Denning and passed by a roll call vote 4-0.

Respectfully submitted,

Kelly Lacasse
Executive Assistant

Rick Alpers, Chairman

Jeff Shackett, Vice-Chairman

Joe Denning, Selectman

Don Milbrand, Selectman

Phil Dion, Selectman

