

**MINUTES
BRISTOL BOARD OF SELECTMEN
September 8, 2011**

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

At 6:00 PM Chairman Alpers called the Bristol Board of Selectmen's meeting to order at the Bristol Wastewater Treatment Plant Meeting Room.

Minutes of August 24, 2011

The Board reviewed the minutes of the August 24, 2011 public and non public sessions. Selectman Denning made a motion to accept the minutes. The motion was seconded by Selectman Dion. The Board voted 4-0 in favor of accepting the minutes as written.

Update on Cummings Beach Water Quality Improvement Project

Town Administrator Capone reviewed the project with the Board and introduced Mike Vignale from KV Partners, LLC to discuss project details. Mr. Vignale discussed the current status of the project with the Board. He indicated that work was scheduled to begin the week of September 19th. The initial work would incorporate the drainage elements and plantings. The dredging work at the Beach would not begin until early October.

Budget vs. Actual through 08/31/11

Town Administrator Capone reviewed the budget numbers as of the end of August. The current budget average balances were about 3% below normal. The Town Administrator noted that this is typical for August balances due to large payments for paving projects. As the expenditures level out over the next two months, the averages return to normal levels.

The Town Administrator did highlight other areas of concern within the budget which include higher than average expenditures for Public Assistance and increases in utility costs and fuel. Town Administrator Capone noted that transfers will have to be made from other areas of the budget to cover these expenses and noted that the Board should consider those transfers prior to the end of the year.

Town Administrator Capone briefly discussed the revenues. Currently overall revenues are slightly ahead estimates.

Vice Chairman Shackett questioned a bill for an employee at the Transfer Station. As this person is not a regular employee of the Town, they will receive payment and a 1099 as a subcontractor for services rendered.

Project Updates with Jim Davenport of Alcalde and Fay

The Board held a conference call with Jim Davenport to get an update on his firms' efforts to date on behalf of the Town. Burt Williams, Superintendent Jeff Chartier, Mike Vignale of KV Partners and Peter Pitsas of Underwood Engineering joined the discussion. Mr. Davenport provided the Board with an update of Alcalde and Fay's efforts to date. He noted that the action on the Water Resource Development Act (WRDA) bill has been delayed in the Senate for a third time. This is the bill that he had hoped to get the Newfound Lake Water Quality Improvement Project (Sewer to the Lake) listed on. This would qualify the project for funding at the 75% grant/ 25% loan ratio the Board had been seeking. In addition, Mr. Davenport has been working with the Town Administrator to seek funding from other agencies such as the Economic Development Authority (EDA) and Community Development Block Grant (CDBG) program.

Mr. Davenport mentioned his firms' efforts to solicit support from our US Senators and Representative Bass. One round of letters and discussions had taken place and a second round is planned for this month. There was some discussion with regard to a visit by members of the Board to Washington DC to speak with members of Congress about the project.

Chairman Alpers thanked Mr. Davenport for his efforts to date and asked the he continue to work closely with the Town Administrator on developing sources of funding for the Sewer to the Lake project and other projects within Bristol.

Discussion with Underwood Engineering and KV Partners regarding Downtown Improvements.

Mike Vignale of KV Partners and Peter Pitsas of Underwood Engineering were present to discuss downtown improvements. The discussion was intended to better coordinate the effort required to work on the Transportation Enhancement project and some of the Water and Sewer improvements in downtown Bristol. The goal would be to minimize a duplication of effort and minimize expense for these two important projects.

Selectman Denning stated his concerns for the downtown improvements and stated that he believes work needs to be completed in the downtown area regardless of the TE grant for safety reasons.

Selectmen Items

None

Town Administrator's Report

Town Administrator Capone reminded the Board of the Incident Command Training for September 13th at 6:00 PM. The Goal Setting session with Primex is scheduled for September 15th at 6PM. Questionnaires should be submitted before that meeting.

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

With no further business before the Board, at 7:43PM Selectman Denning motioned to enter into non-public session under **RSA: 91- A:3 II (a & c)** to discuss a personnel matter. The motion was seconded by Selectman Dion 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

