

MINUTES
BRISTOL BOARD OF SELECTMEN
September 22, 2011

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

At 6:05 PM Vice Chairman Shackett called the meeting to order.

Selectman Denning motioned to approve the minutes of September 8th, 2011 as written, seconded by Selectman Milbrand. Upon vote of the Board, all four present voted in favor of the motion 4-0.

New Business: Smith River Bank Stabilization Project

Town Administrator Capone reviewed a contract for \$113,415 on the Smith River Stabilization Project with SumCo Eco Contracting as the low bidder. Bid qualifications were overseen by Sean Sweeney of Headwaters Hydrology. \$93,000 came from FEMA funding while \$65,000 was raised through taxation. Town Administrator Capone asked the Board to enter into an agreement with SumCo Eco Contracting by authorizing Vice Chairman Shackett to sign the award and the contract. Selectman Milbrand motioned to award the contract and authorize Vice Chairman Shackett to sign the agreement with SumCo Eco Contracting for the Smith River Bank Stabilization Project, seconded by Selectman Denning. Upon vote of the Board, all four members voted in favor of the motion 4-0.

Review and Approval of Contract with Underwood Engineering

A contract for \$40,000 for work on the water and sewer system from Underwood Engineering was discussed. As motioned by Selectman Milbrand to authorize Vice Chairman Shackett to authorize and approve the contract with Underwood Engineering, the motion was seconded by Selectman Denning. Upon vote by the Board, all four members voted in favor of the motion, 4-0.

Revision to Welfare Guidelines

Town Administrator Capone reviewed the current policy on providing worker's compensation to individuals who participate in the municipal Workfare Program. The Board has the option to reverse this decision and disallow coverage to Workfare Participants. Page 47 of the welfare guidelines was rewritten to state this. Selectman Denning inquired on how this would affect the Town as far as coverage in a liability suit against the Town. The item will be reviewed.

Public Comments

Shaun Lagueux inquired on the funds raised by taxation for the Smith River Bank Stabilization Project and whether FEMA funds could be used first. Town Administrator Capone stated he would look into this option, but believes this is not a viable option due to the project guidelines.

The funds are already set aside in the Town's funding. Also, funding collected back from General Assistance was discussed. The Welfare Department has worked hard to collect back assistance provided to individuals who can now repay.

Officer Christopher Hogan was introduced to the Board as a new hire in the Police Department. The Board welcomed Officer Hogan to Bristol.

Selectmen Items

Vice Chairman Shackett stated he would like to see the Board work on the upcoming budget with the current economy they are facing more challenges this year. Department budgets have been submitted to the Town Administrator and are being reviewed. The Budget Committee schedule was discussed as they begin work on the budget in October.

Town Administrator's Report

Superintendent Jeff Chartier from the Water and Sewer Department submitted a purchase order for a new 12-inch flow meter, \$12,988. Superintendent Chartier obtained two bids for the equipment: 1)\$7,104.83 2)\$5,798.00; of which neither include installation however this work can be done by the Water and Sewer Department. Motioned by Selectman Denning, authorizing PO #4422 to be signed, seconded by Selectman Milbrand. All four members voted in favor of the motion, 4-0.

Currently Bristol has one registered junkyard which need to renew its license. Junkyard licensing is done through the Town of Bristol and the State. The State now requires a background check as part of this process. It was suggested to lower the Town's fees for junkyard renewal from \$100 to \$50. However it would leave the applicant responsible for doing their own background checks. Selectman Denning inquired on whether our Police Department can perform these background checks. Selectman Dion stated that our Police Department does not have access to this information. Selectman Milbrand motioned to change the fee for junkyard licensing to \$50 and make applicants responsible for their own background checks, seconded by Selectman Dion. All four members voted in favor of the motion 4-0.

The current price of fuel has gone up \$0.10 per gallon. Since the Board did not vote to enter in a contract, the Town is not locked into a fuel price for the winter. This will be reviewed again at a later date.

A building located on Spring Street has been selected for a mural. The Selectmen discussed the details of the project.

Vice Chairman Shackett stated he had spoken with a concerned citizen regarding the project taking place at Cummings Beach currently. The concerns are related to the reduction in beach space in the grassy area of the beach adjacent to the parking lot. There will be minimal loss to the area, but in order to install drainage and reduce storm water erosion there will be changes. Selectman Denning discussed the project details with the Board.

Vice Chairman Shackett announced the resignation of Officer Bob Wingate. The Board thanked Officer Wingate for almost twenty years of service as a Police Officer. Selectman Denning motioned to regretfully accept Office Wingate's resignation, seconded by Selectman Dion effective September 16, 2011. Upon vote by the Board, all four members voted in favor of the motion 4-0.

The Board discussed the current staffing of the Police Department with recent departures and other staff involved in training.

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

With no further business before the Board, at 6:48PM 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

