

MINUTES
BRISTOL BOARD OF SELECTMEN
January 12, 2012

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

At 6:00PM Chairman Alpers called the Bristol Board of Selectmen's meeting to order.

Minutes of December 8th and 29th, 2011

Selectman Denning motioned to approve the minutes of December 8th, 2011 and December 29th, 2011 seconded by Selectman Shackett. The Board voted 4-0 in favor of the motion, accepting the minutes as written.

KTZ Hydro Presentation to the Board of Selectmen

Business partners for KTZ Hydro were welcomed by the Board. Rolland Zelleny introduced himself and reviewed some information on the hydro plant for the Board. KTZ Hydro is the last hydro station on the Newfound River. It generates 1.5 mega-watts of electricity which is enough to power around 600 to 700 homes. Mr. Zelleny reviewed the history of the hydro plant as well as some of the challenges previous owners faced.

Selectman Denning discussed plans for the Pemi Pathway project in Bristol. Maintenance of the parking lot next to the hydro station was discussed.

Bob King and Tim Taylor introduced themselves to the Board and reviewed their backgrounds. They expressed concerns with having adequate protection in place for their facility during the removal of the Mica building. It was noted that the Town Administrator had been in contact with Mr. Zelleny so that the owners would be aware of the safety precautions being put in place by the contractor who is chosen to remove the building.

The Board thanked the owners of KTZ hydro for coming in to the meeting.

Dave Carr

Dave Carr, member of the Budget Committee, had requested to meet with the Board of Selectmen. Last summer, from mid-July to mid-September Mr. Carr conducted an informal survey of the number of Police cruisers in the parking lot. Copies were provided to the Police Chief and the Budget Committee. Mr. Carr also met with the Chief of Police to discuss vehicle and fuel usage by the Police Department at great length. Chief Lewis responded by reviewing the details of that discussion with everyone. Mr. Carr feels that the Police Department may not need all of the vehicles they currently have. Chief Lewis noted that there were issues with staffing during those months and not all vehicles were in use at that time. He also prepared a study of the vehicle usage, maintenance, mileage among all department vehicles. The Board will review the information provided.

Commendation for Officer Hogan

Chairman Alpers read a commendation to Officer Chris Hogan for his exemplary work in preventing an early morning burglary at a business downtown. The Board congratulated Officer Hogan and thanked him for his work.

Central Square Water and Sewer Improvement Project

Peter Pitsas from Underwood Engineers, and Jeff Chartier, Water/ Wastewater Superintendent for Bristol presented the Board with an outline of the project costs for the Boards consideration. Upgrades include the addition of one hydrant and the replacement of three more. Terms for a 20 year loan with interest were discussed for the Board's input.

The Board and Superintendent Chartier discussed the Warrant Article for the project to be voted on at Town Meeting. Mr. Pitsas reviewed the bond details with the Board. Other funding and grant options were discussed including USDA and CDBG. Town-wide poverty levels slightly exceed the program requirements for options such as USDA.

Coordination with the Transportation Enhancement Project was discussed among Board members and Mr. Pitsas. The objective would be to do all of the work at the same time to minimize disruption in the Square and save on construction costs. Associated costs with the project were reviewed for discussion. Transitions in service were discussed including how the upgrades will impact users in downtown. The Selectmen discussed impacts on water system users and taxpayers with regard to the costs for upgrading the system.

The Board discussed holding a Public Hearing for this and the Library Warrant Article on February 2nd.

Pemi-Valley Habitat for Humanity Grant Administration Selection

Pemi-Valley Habitat for Humanity has secured funding for building homes in Bristol. Town Administrator Capone advertised the process and received three proposals for services on administering the grant:

- 1) Amoskeag Architectural Group \$7,989,
- 2) Donna Kerwin Lane \$8,900
- 3) Joia Hughes \$10,000

Town Administrator Capone stated all three are available to begin work on the grant. The Town has worked with Donna Kerwin Lane and Joia Hughes on other grants. Vice Chairman Shackett commented on the administration costs in comparison with others. He felt that since this money belongs to Habitat for Humanity, the Town should select the lowest bidder in hopes that the additional funds can be used for other projects. Many Board members agreed that Donna Kerwin Lane should be selected to administer this project as she has worked for the Town before and has always done excellent work. They asked the administrator to follow up on the segregation of funds with regard to administrative costs versus construction costs. If the extra funds could not be spent on construction, they asked the Town Administrator to contact Donna and have her begin work on the project.

Budget Transfers

Town Administrator Capone reviewed budget shortages due to over expenditures in certain line items and requested \$6,770 be transferred to cover the following areas in the 2011 budget:

01-4140 Elections, Registration and Vitals \$350, 01-4153 Legal \$20,01-4324 Solid Waste \$1,700
01-4445 Welfare \$4,700

Vice Chairman Shackett and Selectman Dion thanked Town Administrator Capone for his hard work and use of resources to reduce costs overall in the legal line. In the past, certain legal matters have cost the Town a lot of money. Vice Chairman Shackett motioned to transfer \$6,770 from line 01-4194 to the following lines:

01-4140 Elections, Registration and Vitals \$350, 01-4153 Legal \$20,01-4324 Solid Waste \$1,700
01-4445 Welfare \$4,700

This motion was seconded by Selectman Dion. The motion passed by a vote of 4-0.

Selectmen Items

None

Town Administrator's Report

Town Administrator Capone mentioned that eleven prospective bidders were present for the mandatory pre-bid walkthrough of the Mica building. Bids for the project are due by 2PM on January 25th.

January 19th at 7PM is the Public Hearing on the Transportation Enhancement project in the Town Office Meeting Room.

A petitioned warrant article to change Town Meeting to May was received by the Town Clerk's office. The Board discussed details of the article and its impact on the Town's fiscal cycle. The Administrator asked the Board to consider if they would want to present a Warrant article to change our budget cycle from a calendar year to a fiscal year, in conjunction with this petitioned article or wait to see what the outcome of the vote is.

Public Comments

None

At 7:59 PM Vice Chairman Shackett made a motion to enter into non-public session under RSA 91-A: 3 II (d) and (e). The motion was seconded by Selectman Dion and approved by a roll call vote of 4-0.

Respectfully submitted,

Kelly Lacasse
Executive Assistant

Rick Alpers, Chairman

Jeff Shackett, Vice-Chairman

Joe Denning, Selectman

Phil Dion, Selectman