

MINUTES
BRISTOL SELECTBOARD
March 21, 2013

PRESENT: Selectboard Members: Don Milbrand, Joe Denning, Betsy Schneider, Janet Cote and Town Administrator Michael Capone

Mr. Milbrand opened the meeting of the Bristol Selectboard at 6:00PM.

General Discussion- Selectboard

Mr. Denning motioned to appoint Mr. Milbrand as the Interim Chairman to the Board, seconded by Ms. Cote. Mr. Milbrand inquired on the length of the interim period which was suggested to be one year. Mr. Denning revised his motion to appoint Mr. Milbrand Chairman for one year, seconded by Ms. Cote. The Board voted 4-0 in favor of the motion.

Mr. Milbrand asked for nominations for Vice-Chair to the Board. Ms. Schneider nominated Mr. Denning as Vice Chairman seconded by Ms. Cote. The Board voted 4-0 in favor of the motion.

Mr. Denning motioned to accept the minutes of March 7th, 2013, seconded by Mr. Milbrand. The Board voted 2 -0 in favor of the motion with the two newly seated members abstaining.

Mr. Milbrand and Mr. Denning reviewed how certain business items are typically handled by the Board such as review of manifests, minutes and email procedures.

Jeff Chartier, Water/Sewer Superintendent

Superintendent Chartier discussed changes within his department expected later this year. The Office Manager will be retiring in June and has offered to stay part-time to transition a new person into the office through the rest of the year. The week would be split between the current Office Manager and the new person until training is completed. Superintendent Chartier stated he could accomplish this and stay within the budget for that salary line. This position would be advertised as part-time with the potential to become full-time. Mr. Denning agreed that it would be a good way to transition the position, and that it would be reviewed further by the Board. Ms. Cote commented that advertising the position as part-time could limit the candidates if we do not have specific time to end the transition period.

Town Administrator Capone noted that one of the action items from the last few audits was to address the issue departments doing their own billing. They have asked the Town to implement new billing procedures for Departments, most notably the Water and Sewer Department because of the amount of funds they handle. This has been discussed as an action item for 2013. The Administrator noted that this would be a good time to look at these billing procedures as it would most likely impact the workload of this position. Mr. Milbrand stated the Board would like to take additional time to gather more information and review the matter further.

Superintendent Chartier stated he has been working on an RFP for new water meters so that he can select a vendor and begin his meter replacement program this year.

Superintendent Chartier offered to give the board a tour of the Water & Sewer Facilities.

Selectboard Items

Mr. Denning discussed the Warrant Article on Robieson Drive which passed at Town Meeting recently. He suggested that the Board review their policy of how roads are accepted in Bristol. Mr. Denning suggested liability issues should be looked at.

Mr. Denning asked about Committee assignments and the fifth Board member position. It was suggested to advertise for the position. Town Administrator Capone will write up an announcement advertising for the opening and soliciting letters of interest from potential candidates. The Board will review the submissions at the April 4th meeting.

Raymah Simpson, Town Clerk/Tax Collector- Property Deeding

Ms. Simpson came before the Board to discuss deeding for properties with unpaid taxes. Lists of the properties by map and lot numbers were provided to the Board. A number of taxpayers have either paid their taxes in full or have made payment arrangements with the Tax Collector. Ms. Simpson mentioned that she is awaiting the return of two agreements. Mr. Milbrand reviewed the Board's process for considering properties up for deeding. Ms. Cote asked about the process of deeding and obtaining agreements.

Map 107 Lot 026: The owners contacted Ms. Simpson last week and were sent an agreement. Nothing has been received back as of today. The agreement was to pay a minimum of \$50.00 per month.

Map 104 Lot 151: Will be sold by the end of this month. A sales agreement is active on this property.

Map 102 Lot 153: The owners were sent an agreement which has not been returned to date.

Map 112 Lot 103: The owner is in arrears with water and sewer bills and currently has liens on the property for \$583.42. It is not recommended to deed this property, and Ms. Simpson recommends attempting to collect.

Mr. Denning motioned to waive the deeding process for all of the properties as submitted by the Tax Collector, seconded by Ms. Cote. The Board voted 4-0 in favor of the motion.

A petition and pole license was presented to the Board for signatures.

Selectboard Items (Continued)

The Board agreed to continue on the same meeting schedule. Committee assignments will be postponed until the fifth Board member is appointed.

Ms. Schneider inquired about the maintenance process for Robieson Drive and whether the Town could just plow the road for a few years until the Town obtains the money to fix it. The Board discussed the situation and how best to proceed. It was agreed to wait before addressing the entire project. Town Administrator Capone indicated that there are some additional items to be considered prior to any work being done.

Town Administrator's Report

Town Administrator Capone provided the Board with the MS-2 which needs to be signed and submitted to the Department of Revenue Administration. The MS-2 lists the appropriations actually voted at Town Meeting.

The owners of a property on North Main Street have requested an extension of the time allowed by the Board for them to complete their cleanup of the property. Significant progress has been made in the cleanup and it was recommended to the Board by the Code Enforcement officer that the extension be granted. Ms. Cote motioned to grant the extension request for a property on North Main Street until April 30th, seconded by Mr. Denning. The Board voted 4-0 in favor of the motion.

The next meeting will be April 4th. Senator Forrester will be in attendance at this meeting.

General mail and other correspondence will be inside notebooks at each meeting.

The Library will remain closed until the fire alarm issue has been addressed. There is a problem with the existing phone line that has caused the alarm to not work as it should. Fairpoint has been contacted too and a work order placed.

Public Comments

Ernie Richards asked about the vote at Town Meeting to make repairs to the Old Town Hall. Mr. Richards asked whether there was a sequence for the work to be completed. Mr. Milbrand responded that a construction engineer did provide a detailed plan for work based on need. The concern was regarding whether working on the sills after the new roof was in place would create a problem. Mr. Richards asked if access to the attic was possible. Town Administrator Capone responded that it was not necessary to access the attic in order to replace the roof. The other concerns over the heating ducts need to be addressed and is included in the funding. Mr. Richards expressed concerns over whether the Town would be able to stop the project if they found the hazard became too involved to continue the work. Mr. Denning stated he felt that the Board needs to determine how the funds should be used based on the hazards being addressed.

Paul Simard asked if the Board had considered using a crane to remove the roof and dispose of the hazardous materials. Mr. Milbrand stated that this Selectboard would approach the project cautiously.

Bill Cote expressed concern over spending \$85,000 towards the Robieson Drive project and inquired if the Town could pursue the owner who allowed the project to lapse without completion.

David Hill inquired on whether the Town would be obtaining performance bonds for any future road work. The Town Administrator noted that the Planning Board does require some form of surety prior to approving road construction in subdivisions.

Media Manager Ray Courchaine stated that there have been 250 views of the Town Meeting from the website.

With no further public business to come before the Board, at 7:38PM Mr. Denning motioned to enter non-public session, seconded by Ms. Cote under RSA 91-A: 3 II, c and d. The Board voted 4-0 in favor of the motion by a roll call vote.

At 8:14PM Ms. Cote motioned to come out of non-public session. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion by roll call vote.

The Town Administrator reviewed the process for signing a number of documents before the Board. They included the payment and payroll manifests, a veteran's tax credit, property abatements, an intent to cut extension and the deed waivers previously discussed with the Town Clerk/ tax Collector.

The Board members reviewed and signed all of the above mentioned documents.

At 8:35PM Mr. Denning made a motion to adjourn the meeting. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Respectfully Submitted:

Kelly Lacasse
Executive Assistant

Don Milbrand, Selectboard

Joe Denning, Selectboard

Betsy Schneider, Selectboard

Janet Cote, Selectboard