

**MINUTES
BRISTOL SELECTBOARD
April 25, 2013**

PRESENT: Selectboard Members: Don Milbrand, Joe Denning, Betsy Schneider, Janet Cote and Town Administrator Michael Capone (Shaun Lagueux joined the meeting at 7:10 PM)

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

Minutes of April 4, 2013

Mr. Denning motioned to accept the minutes of April 25th, 2013, seconded by Mrs. Cote. The Board voted 3-0 in favor of the motion with Ms. Schneider abstaining.

Ms. Schneider motioned to approve the manifest, seconded by Mrs. Cote. The Board voted in favor of the motion 4-0.

Jeff Chartier – Water & Sewer

Superintendent Jeff Chartier provided an update on the proposed water meter upgrade installation project. Mr. Denning inquired on customer options for opting out of the meter upgrade. Superintendent Chartier reviewed the various costs associated with the meters and the “opt out” provisions. Customers would be able to “opt out” of having a new meter installed. During the five year installation period, there would be no additional charge to “opt out”. This fee will be charged after the five year installment period is complete.

Ms. Schneider inquired on the safety of the meters and reduction of hazard by placing the meters outside of homes.

After further discussion, Superintendent Chartier indicated the streets sited for phase 1 of the “smart meter” installations and stated that a mailing would be completed to these users that included information about the meters, the potential hazard issues and “Opt out” choice. Ms. Cote indicated there should be signed consent as part of the “Opt out” options.

Mr. Milbrand asked Superintendent Chartier about the seasonal meters and possible issues in re-installing these. Superintendent Chartier indicated he needed to get more info on the issues of re-install, but hoped he could wait to update seasonal meters in the 5th year of the “smart meter” program.

Superintendent Chartier reviewed the following purchase orders with the Board:

Mr. Denning motioned to approve PO# 004456 for \$60,000 for Badger E-Series Meters (270 change to 283 as stated in motion Units), seconded by Mrs. Cote. Ms. Schneider and Mrs. Cote inquired on the safety of the meters and whether research supports the minimal health hazard theory. Mr. Milbrand added that these units have very low amounts of emissions. There is the option to opt out of the upgrade if a customer is concerned with any health hazards. The Board voted 4-0 in favor of approving the purchase order.

Superintendent Chartier presented a second purchase order to the Board for approval. PO# 004472 in the amount of \$9, 074 for a sludge container from Atlantic Recycling Equipment LLC was motioned for approval by Mrs. Cote, seconded by Ms. Schneider. The board voted 4-0 in favor of approving PO#004472.

Superintendent Chartier presented a third purchase order to the Board for approval. PO # 004473 in the amount of \$5,417.80 for the purchase of a refrigerated sampler was discussed. This was not in the budget this year, however the equipment has failed, and it is impacting the processing of water samples in the lab. Mr. Denning motioned to approve PO# 004473, seconded by Ms. Schneider. The board voted 4-0 in favor of approving PO#004473.

The Water-Sewer Office Manager will be moving to part-time on June 1st as the current Office Manager progresses towards retirement at the end of the year. The auditing firm had some recommendations on changing financial duties for the position. Mr. Denning commented on the need for administrative support with the Highway Department also. The Board agreed to advertise the position as part-time and work on redistributing duties later.

Fire Chief, Steve Yannuzzi – Revised Ambulance Billing

Chief Yannuzzi reviewed annual ambulance billing with Comstar, the Town's third party billing agency for ambulance services. It was recommended to the Town by Comstar that we bundle billing services. Under the Health Care Reform Act, bundle billing will be a requirement. Bundle billing was discussed.

The Board discussed various billing options among insurance companies. Members of the public inquired on reimbursement rates based on services.

Mr. Denning motioned to accept the revised ambulance billing as proposed by Chief Yannuzzi, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Chief Yannuzzi announced that a Rabies Clinic sponsored by the Lions Club, will be conducted this Saturday at 10AM at the Fire Station.

Chief Yannuzzi also inquired on whether Board members had received copies of Bristol's Emergency Operation Plan. The Administrator noted that they had.

Chief Yannuzzi announced that the tabletop exercise is being developed and available dates will be supplied. It will be held on a Saturday and will last approximately three hours.

A fire that occurred on Walnut Street this week is being investigated by the Police Department. There were no injuries reported.

The Chief commended the medical team that responded to a 911 call this week. The team identified the patient's heart attack symptoms early and transported the individual directly to Concord Hospital. Recognition to Firefighter Tim Baldassare, Lieutenant Robert Emerson and Firefighter/EMT George Clayman.

CIP Committee visited the Fire Department for a review of Department needs this week.

Revised Welfare Guidelines

Town Administrator Capone reviewed the proposed changes and revised guidelines for the Board to approve. Mr. Denning motioned to accept the revised Welfare Guidelines as submitted by the Town Administrator, seconded by Mrs. Cote. The Board voted 4-0 in favor of the revisions.

Selectboard Items

Mr. Milbrand inquired on the Board's meeting schedule. The next scheduled meeting is for May 2nd. The Board agreed to continue on the current schedule.

Mr. Milbrand discussed the candidates for the fifth Select Board position, as interviews were scheduled for this meeting but not everyone could be present. Some members commented that, upon further reflection, perhaps

interviews would not be necessary. Mrs. Cote indicated she felt the decision should not be prolonged beyond the next meeting and she and others expressed concern it might be a distraction from the Town's business. After a brief discussion, Mr. Denning motioned to appoint Shaun Lagueux to the vacant seat on the Selectboard, seconded by Mrs. Cote. The Board voted 4-0 in favor of appointing Shaun Lagueux to the Board. Mr. Lagueux was sworn in by the Town Clerk at 7:10PM and joined the Board for the remainder of the meeting.

Public comment was taken from Bristol resident, Eric Nelson concerning the Smart Meters. Mr. Nelson handed out some information regarding his concerns with Smart Meters. A meeting on this topic will be held at the library at 11:00.

Mrs. Cote inquired on the School Board's request for a member of the Select Board to be appointed to the committee on Danbury's proposed withdrawal from the SAU. Mr. Denning was appointed as the Selectboard's representative with Mr. Lagueux as the alternate.

Mr. Denning inquired on the status of the Central Square projects. Town Administrator Capone provided the Board with an update on the downtown projects. Currently most of the work being done is on the sewer lines. The water mains on Pleasant Street, Summer Street and North Main Street would be done after that. Weekly meetings on the downtown projects are held on Monday's. The downtown projects are scheduled to finish up in early July.

Mr. Lagueux inquired on Board member assignments. This will be discussed at the next meeting.

Town Administrator's Report

Mark Bucklin will be at the next meeting on May 2nd to discuss department updates, projects and the summer schedule.

Public Comments

Bill Cote inquired on a letter from Mr. Morrison requesting assistance with paving Pemigewasset Shores Drive.

With no other public business to come before the Board, at 7:55PM Mr. Denning made a motion to enter into non-public session under RSA 91-A: 3 II-b, c, and e. The motion was seconded by Ms. Cote. The Board voted 5-0 in favor of the motion by a roll call vote.

Respectfully Submitted:

Kelly Lacasse
Executive Assistant

Don Milbrand, Selectboard

Joe Denning, Selectboard

Betsy Schneider, Selectboard

Janet Cote, Selectboard

Shaun Lagueux, Selectboard