

**MINUTES  
BRISTOL SELECTBOARD  
May 2, 2013**

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

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

**Minutes of April 25, 2013**

Mrs. Cote motioned to amend the minutes of April 25, 2013, seconded by Mr. Milbrand. Copies of the amended minutes were provided to the Board for review. The number of units approved for purchase on the water meters should be amended to reflect 283 not 270 units. The discussion on streets and the opt-out letter information including the signed consent form should be added also. Wording on possible issues concerning seasonal meters and an earlier removal was added.

Mrs. Cote also added a statement she made concerning the fifth seat on the Board and not prolonging the decision so Town business would not be delayed moving forward. The second to the motion appointing Shaun Lagueux to the Board by Mrs. Cote was added to the statement. With no further discussion by the Board, 5-0 voted in favor of approving the amendments to the minutes of April 25<sup>th</sup>. Ms. Schneider motioned to accept the minutes of April 25<sup>th</sup> as amended, seconded by Mrs. Cote. Upon vote by the Board, 5-0 voted in favor of approving the amended minutes of April 25<sup>th</sup>.

Mrs. Cote motioned to accept the non-public minutes of April 25<sup>th</sup>, seconded by Mr. Denning. Upon vote by the Board, 5-0 voted in favor of the motion approving the non-public minutes of April 25<sup>th</sup>.

**Highway Superintendent, Mark Bucklin**

Superintendent Bucklin presented the Board with a purchase order to hire an excavator to replace an 18" culvert with a 24" culvert on Maple Grove Lane with an estimate of \$3,000 to \$5,000. The culvert is approximately eight feet deep and is almost completely rotted out at this time. The Town does not have the right equipment to complete this project. JP Morrison was contacted to perform work on the project. The amount of \$5,000 and includes the bedding material, head walls, excavator and truck to perform the work.

Ms. Schneider inquired if Mr. Bucklin had looked into renting the equipment instead. That option had not been explored. Mr. Lagueux stated it the rental fees may not be cost effective for one project. Mr. Denning suggested adding the phrase 'not to exceed' to the purchase order to limit the project to \$5,000. Both Mr. Lagueux and Mrs. Cote were not against obtaining another price. Mrs. Cote asked for a more detailed scope of the project. Mr. Bucklin thoroughly reviewed the project details. There is a about a sixty foot run of pipe that needs to be installed. Headwalls will be built into this. On site rocks will be used as much as possible to reduce additional materials. Mr. Denning stated that since the project is less than \$5,000, they should rely on Mr. Bucklin's experience in this field to complete the project. Mr. Bucklin was asked to obtain another estimate on renting an excavator. The money for this project will come from multiple lines including supplies, and was budgeted for this year.

Mr. Denning motioned to approve purchase order # 004097 to Morrison Construction Company for the rental of an excavator to replace a 24 inch culvert on Maple Grove Lane including bedding materials and headwalls not to exceed \$5,000 seconded by Mrs. Cote. Upon vote by the Board, 5-0 voted in favor of the motion.

Mr. Bucklin inquired on the summer schedule for the Highway Department. In the past, the Highway Department has worked four, ten hour days with someone on call on Friday's. This schedule allows the department to have

access to roads in Town during times where there is less traffic and they can perform more work. Beach maintenance and cleaning Central Square are two tasks that are more easily accomplished in the early morning hours. The Board agreed to allow the Highway Department to proceed with their summer schedule.

Mr. Bucklin mentioned that street sweeping will continue to take place throughout Town. There are a few other culverts that will need some work over the summer including Upper Birch Drive and Red Fox Village on Fox Run. Work is also scheduled to be done on Oakcrest Road and Overlook Drive in preparation for reconstruction of those streets.

Mr. Milbrand inquired on the condition of Smith River Road. This road had been chip sealed last year. Superintendent Bucklin noted that it was holding up well. Mr. Milbrand asked if this method could be used on other roads in Town. Superintendent Bucklin noted that it might be possible, but should be limited to roads with a good profile.

Mrs. Cote inquired on the status of a road inventory which is still in progress. Mr. Capone indicated that the project had begun back in the early 90's and described it in detail. The overall objective was to determine the overall value of the Roads and of planned repairs so that value could be added as part of the Towns fixed asset program.

CIP visited the Highway Department this week for a tour.

Mr. Lagueux inquired on a request for the Highway Department to pressure wash the business buildings downtown after construction is done due to the dirt and dust accumulation. Superintendent Bucklin noted that his equipment would not be well suited for that task. Mr. Denning noted that we might speak to the contractor about that.

Mr. Milbrand inquired on drainage work near the Old Fire Station this spring. Superintendent Bucklin outlined his plan for the drainage work on High Street near the old fire station.

The Board thanked Mr. Bucklin for additional efforts sweeping the streets after construction began in areas near downtown.

### **Board Committee Assignments**

Mr. Milbrand brought up the topic of committee assignments for the Board. The Budget Committee, Planning Board and Historic District Committee all require an assigned Board member. Mr. Lagueux motioned to appoint Ms. Schneider to serve on the Budget Committee, with himself as the alternate; Mr. Denning to serve on the Planning Board with Mr. Milbrand as an alternate; and Mrs. Cote to serve on the Historic District Commission with Mr. Milbrand as the alternate. The motion was seconded by Mrs. Cote. The Board voted 5-0 in favor of the motion.

### **Selectboard Items**

Ms. Schneider stated an inquiry on contact information for the Board. The Board discussed listing individual emails on the website for the public. Mrs. Cote inquired on obtaining Town email addresses for all Board members to organize inquiries from the public. The information will be coordinated through Ms. Lacasse and added to the website. Ms. Schneider also inquired on the Board reviewing the opt-out letter prior to it being sent out to the public to reduce the Town's liability.

Mr. Denning discussed CIP visiting the next Board meeting and discussing their agenda for the year. Mr. Denning also stated he had some inquiries from the public who had difficulty hearing Board members talk during the meeting. Mr. Milbrand added that often times when there are side conversations taking place in the audience, it interferes with the recording of the meeting.

Mr. Lagueux inquired on an offer made to the Town by a neighbor to the Old Town Hall. Mr. Denning commented that the individual had asked about the Town acquiring the land and he had mentioned to her that if she had an offer she should accept it and not wait for the Town.

Mrs. Cote inquired on receiving monthly budget updates available at the first meeting of the month. Based on financial reports, adjustments and revisions, the report may not be available until the second meeting each month. Mrs. Cote also commented on the training she has been attending and inquired on whether recommended RSA and procedures have been implemented. A list was provided to the Board with RSA's which should be followed for entering non-public sessions and minutes. She discussed adding more specific language when posting non-public sessions based on an agenda. Ms. Schneider stated that it provides information for the public. After some discussion Town Administrator Capone stated that he could post the agenda with additional information on non-public sessions if it is available.

Mrs. Cote mentioned RSA 31:105 on indemnification and inquired on whether the Town is currently indemnified. Town Administrator Capone stated the Town is currently indemnified under its insurance program. Mrs. Cote stated that this needs to be adopted at a public meeting. She also inquired on whether the Board has an investment policy. Town Administrator Capone stated that the Finance Officer had been working on a review of existing financial policies and that he would follow up on this.

Mrs. Cote discussed a request she received from a constituent who inquired on historic properties in Bristol that may be impacted by the Northern Pass project. The individual is looking to develop a Section 106 review on this. Ms. Schneider had a similar request recently and suggested referring them to Ian Schaeffer. Mrs. Cote inquired on who to refer to for historic research. Mr. Milbrand stated the Historic District Commission.

Mr. Milbrand stated that the Board is willing to assist with research but added that the Board has not taken a position on the Northern Pass historic building impact.

Mr. Milbrand also discussed the need for a new roof on the Historical Society building and announced that this need is open to any public donation of labor, time or materials.

Mr. Milbrand also commented on the need for a plan for the Old Town Hall. Mr. Denning stated the Board should make contact with the committee who researched the project and obtain their recommendation. \$85,000 was appropriated at Town Meeting for repairs to the building including the replacement of the roof. Bids were obtained for just the roof replacement and the lowest one received was for \$89,000. Mrs. Cote indicated the need for additional information from the committee before the Board proceeds with any project. Town Administrator Capone will go back to the Old Town Hall/ Historical Society Committee and discuss the matter with them.

### **Town Administrator's Report**

Town Administrator Capone mentioned the Utility Assessment meeting on May 30<sup>th</sup> with the PSNH Hydro Plant team. A site visit at 2:00 on May 30<sup>th</sup> at the PSNH Hydro Plant has been scheduled. Town Counsel and Skip Sansoucy will be present for the meeting.

A meeting with the Newfound School Board on May 20<sup>th</sup> at 6:30 PM will be discussing the petition of withdrawal for the Danbury School.

Town Administrator Capone provided an update on the Downtown Project. A revised schedule from the contractor was discussed. Sidewalk work will begin in early June. Presently, the Town Administrator still estimates substantial completion early in July. The Town Administrator did note that there was no firm installation date on the new street lights for the project.

Ms. Schneider inquired on the advertisement for the Office Manager position adding that the Beach Attendant position was being advertised. Mr. Milbrand stated that was a discussion for non-public as it involved a personnel matter.

**Public Comments**

Mr. Cote inquired on the allowance for temporary paving on the Downtown Project. Town Administrator Capone replied that there were no provisions for temporary paving in the contract for the spring portion of the project and that the paving would be paid for with betterment funds from NHDOT.

Mr. Cote also inquired on the use of personnel from other Police Departments during traffic details. The Town Administrator noted that when Bristol personnel were not available personnel from other communities would be utilized.

With no other public business to come before the Board, at 7:36PM Mr. Denning made a motion to enter into non-public session under RSA 91-A: 3 II-a, b, and e. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion by a roll call vote.

With no further non-public business to come before the Board, at 8:51PM Mr. Denning made a motion to seal the minutes of the non-public session. The motion was seconded by Mr. Lagueux and voted 5-0 in favor by a roll call vote.

At 8:52PM Mr. Denning made a motion to come out of non-public session. The motion was seconded by Chairman Milbrand and voted 5-0 in favor by a roll call vote.

Mr. Denning made a motion to approve the manifest prepared for the meeting of 5/2/13. The motion was seconded by Ms. Schneider and the Board voted 5-0 in favor of the motion.

With no further business to come before the Board, at 9:00PM Vice Chair Denning made a motion to adjourn. The motion was seconded by Chairman Milbrand and voted 5-0 in favor by a roll call vote.

Respectfully Submitted:

Kelly Lacasse  
Executive Assistant

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Don Milbrand, Selectboard

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Joe Denning, Selectboard

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Betsy Schneider, Selectboard

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Shaun Lagueux, Selectboard

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Janet Cote, Selectboard