

**MINUTES  
BRISTOL SELECTBOARD  
May 16, 2013**

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

Mr. Milbrand opened the meeting of the Bristol Select Board at 6:00PM. He requested that the public limit private conversations as it has previously interfered with the television recording.

**Minutes of May 2, 2013**

Mr. Lagueux motioned to accept the minutes of May 2, 2013 as written, seconded by Mr. Denning. Ms. Schneider inquired on her submitted changes and Mr. Capone advised that the chair has the updated copy for the Board to sign. The Board voted 5-0 in favor of the motion.

Ms. Cote requested that the Board use a sign in sheet for the public in future meetings.

**New Business:**

**William Lambert - NHDOT**

William Lambert and Alan Hanscom, both from NH Department of Transportation (NHDOT), attended the meeting to hold a more formal conversation about the possibility and process of lowering the speed limit coming into Central Square. Mr. Lambert reviewed the RSA's that pertain to setting speed limits. The first is the basic rule of maximum limits which is set by the legislature through statute and provides the speed limit based upon condition of the road. The State of NH uses reasonable and prudent standards for speed limits. RSA 265:60 includes the defined statutes for conditions and locations - 30 miles per hour in business or urban residence district, 35 miles per hour in any rural residence district, 55 miles per hour anywhere else. RSA 265:62 allows the Commissioner to review requests upon petition of the governing body of the municipality to reduce the speed limit upon any state highway within the compact part of cities or towns providing that the resulting speed limit should not be less than 25 miles per hour. RSA 265:63 is the Town's authority to set speed limits on Town roads. The NHDOT sets the speed limit, in most cases, based upon a speed study using the 85<sup>th</sup> percentile of the data. The article, Mr. Lambert also distributed, shows the data that is gathered from a speed study by a qualified professional and the criteria that is required when submitting a request to the Commissioner.

Mr. Denning clarified the procedure, first the Town would need to do a speed study and then submit a request to the Commissioner. Mr. Lambert clarified that RSA 265:60 allows the Town to lower the speed limit 10 miles per hour below the usual posted limit while construction is active. Mr. Lambert advised it should be black on white signs, as indicated in the RSA, since orange and black signs are advisory. He stated that the minimum length of roadway for reducing a speed limit is about 1/10 of a mile or approximately 500 feet. Mr. Lambert also stated that the guidelines for the process of requesting a change to the speed limit will hopefully be completed by the time the downtown construction project is done.

The Board thanked Mr. Lambert and Mr. Hanscom for attending the meeting.

### Capital Improvements Program (CIP) Committee

Steve Favorite is sitting in for the chair, Murray Campbell, who is not able to attend. CIP's intent for tonight's meeting was to re-educate and update the status of the program. The Committee was introduced, with Joe Lukeman, John Bianchi, Dan Paradis, Steve Favorite and Don Milbrand in attendance. In 2006/2007 it was voted to start the CIP Committee under the auspice of the Planning Board. The Committee currently reviews items with a cost of \$10,000 and greater through an application process. Each Department submits their requests and often meets with the Committee who then prioritizes or classifies each of the requests using six (6) criteria: 1-urgent, 2-necessary, 3-desirable, 4-deferrable, 5-premature, 6-inconsistent. The CIP can help determine when a capital reserve fund would be best utilized for putting money away for future purchases. Each year, CIP reports are created and distributed to the Budget Committee and the Select Board. The reports indicate 5 and 10 year plans and recommendations for how best to continue to budget for the needs of the Town and Departments.

Mr. Bianchi discussed issues with Engine 4 at the Fire Department. He stated that the engine has previously seized and has been repaired but there are still issues with wiring, etc. and there isn't any plan in place to replace this Engine moving forward. Mr. Bianchi said if there was a program to replace equipment, as CIP has recommended, then the Town would be in a better situation to fund these large purchases.

Mr. Milbrand stated that CIP is advisory and it is looking to help even out the expenditures and lessen the tax burden for the Town.

Mr. Paradis felt this meeting was to get a better dialogue going between CIP, the Select Board and the Budget Committee. The purpose of the CIP is to try to even out the big expenditures and there are only three ways to do this. Either by timing when you make a purchase, borrowing the money through a lease/purchase or setting money aside in a capital reserve fund.

Mr. Milbrand doesn't want the CIP Committee to get discouraged. It has been tough for all involved as the economy has definitely played a part in some of the decisions in the past few years.

Ms. Cote inquired on the phone calls that CIP made to other Town's and how they are funding. Mr. Favorite noted that he had been checking with other towns to get an idea of who was using capital reserve funds.

Ms. Schneider feels that the Department budgets should be reduced by a percentage that can then be put into Capital Reserve Funds. Mr. Favorite believes the Town has to start somewhere. Mr. Milbrand advised its good to get the conversation started but the details would be further hammered out during the budget process.

Mr. Milbrand believes that it takes time to change the culture and that CIP should continue the work they do and educate people. Mr. Denning doesn't believe the question here is the mechanics as they can be worked out, but whether or not the CIP should move forward. Mr. Lagueux is in the minority, as he doesn't believe that tax dollars should be placed into an account for future use and he believes that items should be paid for as we go. He also believes the work that the CIP has done is good and the information is valuable for the Select Board or the Budget Committee to use.

### Jeff Chartier – Water Meter Replacement Project:

Jeff Chartier wanted to review a form he had developed for the Water Meter Replacement program. He wanted something that is fairly easy to understand, to include a cover letter and Opt-In/Opt-Out form. Anyone who opted out would get manually read in the interim, but there would be some type of meter replacement at the end of the five (5) years. Ms. Schneider inquired on the Opt-in/Opt-out form as it states there is no charge. Mr. Chartier stated that if you opt-in, there is no charge to change the meter. Ms. Schneider feels that at some time, for those who opt-out, there will be a charge and that the form should state that. Ms. Cote asked if the form could be

amended to add a line so that the form reads - There will be no charge to customers for the meter change-out. There may be a future charge to those who opt-out.

Ms. Cote felt the cover letter should contain some explanation for why the customers are being given an option to Opt-out. She said it could be as simple as "there may be controversy over the type of meter used". Mr. Milbrand said if there wasn't any controversy then we wouldn't be doing this letter and form to begin with. Mr. Lagueux feels that there has been enough education around Town already and the sentence wouldn't be required. Ms. Cote's concern is to make sure that we are protected going forward. Mr. Denning feels that it is either you opt-in or opt-out period. The Board agrees that SMART metering shouldn't be utilized in the letter and remote reader is better. Mr. Denning felt that a line could be added to have customers call with any questions. The general consensus of the Board is to move forward with the discussed changes. Nothing is being forced on anybody except the fact that customers will be getting some type of water meter replacement.

### **Select Board Items**

Mr. Milbrand inquired on a letter sent requesting CELDF, Community Environmental Legal Defense Fund, to be on the agenda for the May 30<sup>th</sup> meeting. CELDF is a non-profit organization that can offer resources to Towns to help protect health and safety for their citizens. The request references the SMART meter specifically. Mr. Milbrand stated that the public has the right to attend, listen, and record but the Board meeting is not a public forum to expound, political or otherwise. The Board agreed that the time should be limited to 15-20 minutes and agreed to resource information only. Mr. Capone will notify the requestor.

Ms. Schneider inquired on timeframe for email addresses to be available on the website. Mr. Capone inquired if all emails have been tested. Once the emails are set, then they will be added to the website. Each of these accounts holds bandwidth space therefore the Board members must make sure to review and clean out their accounts. If the Board would like to update their passwords they will need to see Christina Goodwin.

Ms. Schneider also mentioned that the old Board is still on the website picture. Mr. Courchaine will update the site and the Board agreed to dress accordingly for the next meeting to have a group picture taken.

Ms. Schneider discussed the review of minutes. Ms. Schneider thought it would be good to have the revisions submitted to Kelly prior to a Board meeting. Mr. Capone stated that typically the minutes are completed by Tuesday of the following week. It is also good to determine how much time and detail should be devoted to the minutes. Mr. Capone advised that the general subject matter of the meeting and the votes of the Board should be included in the minutes and that the Town is required to keep a record of written minutes.

Ms. Schneider inquired on the status of second estimate from Mark Bucklin. Mr. Capone will check with Mr. Bucklin.

Ms. Schneider inquired on the procedure for corrections to the manifest. For instance, if there was an item that she felt was not billed appropriately to the right account, who should she discuss this issue with? The Board agreed that any discrepancies or questions should go to Mr. Capone.

Ms. Schneider inquired on the vehicle traded toward the new Police cruiser as she thought that vehicle was the Fire Departments. Mr. Capone clarified that the vehicle in question is the Town car and stored at the Fire Department for space purposes only. This vehicle is no longer able to be inspected and better suited to use as the trade-in. Essentially the Police car and Town car are being traded to give the Town the better of the two cars.

Mr. Denning inquired on the Post Office letter. The letter came from a resident of Summer Street who was notified by the Post Office that Summer Street sidewalks are unsafe, the street is now rural delivery and the mailboxes need to be moved. Mr. Lagueux doesn't understand how driving from mailbox to mailbox is any safer in this location. Mr. Capone inquired with the Local Government Center (LGC) who advised that the Federal

Government has the right to tell owners where the mailboxes need to be placed. The NH Department of Transportation (NHDOT) is also checking into this as Summer Street is a State road. The Board agrees that this is not a good idea and that safety is still an issue if not made worse by this change. Mr. Capone will write a letter to the Postmaster on behalf of the Board.

Mr. Lagueux received some communication from a resident regarding a junkyard/eyesore. Al Defeo, Land Use Officer handled the situation quickly.

Mr. Lagueux inquired on a status for the Habitat for Humanity project. Mr. Capone emailed Brian McCarthy, who is in charge of the project. The project site is located on Route 3A South. The first house closed on April 8<sup>th</sup>. The other three (3) houses were capped for the winter. Construction on the second house began on April 17<sup>th</sup> with an anticipated completion date of September/October. The first home is occupied and a family has been chosen for the second home. A new home will be started as soon as one house is completed.

Ms. Cote visited the Water Department. She received good information and had good interaction with Jeff Chartier.

Mr. Lagueux inquired on the status of the Warrant Article for improvements to the Town Office building. Mr. Capone has been working with a couple of different companies to get a sense as to how best to prepare specifications for an RFP. Mr. Capone is hoping to have an RFP ready for June/July. He would like to have both the heating system upgrade and the window replacements completed in August or September.

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

The Town currently has an Ordinance in place referencing Hawker/Peddler/Vendor permits. The issue at hand is that previously there were a couple of locations that the Town allowed applicants to use, the downtown parking and the Chamber of Commerce lot. Both lots are not Town owned and as the construction has eliminated one, Christina Goodwin and Mr. Capone felt that the Board needed to determine if there are alternate areas to be considered. Ms. Goodwin recommended the use of the Bike Path parking lot on Lake Street. Other areas to consider could be Kelley Park or the beaches. The Board will give thought to different areas that can be designated and discuss this at the next meeting.

There was a Warrant Article to increase the number of Library Trustees officially from 7 to 9 which was approved at Town Meeting. The current Library Trustees solicited the public for interested applicants to fill those slots for a 1-year term. In 2014, the positions would be formalized on the warrant. Two candidates, Shirley Yorks and Rosemary D'Arcy applied and the Library Trustees voted to recommend them unanimously to be appointed by the Select Board. Mr. Lagueux motioned to appoint Shirley Yorks and Rosemary D'Arcy to the Library Trustees, seconded by Mr. Denning. The Board voted 5-0 in favor of the appointments.

Mr. Capone sent the Board, PDF versions of the current year-to-date expenditures. He asked the Board to review them and let him know if they had any questions.

The Energy Committee is still doing preliminary work, but is considering the possibility of getting funding to set up some type of solar array to generate energy to offset some of the costs of running the Town. Information on this is still being reviewed, but Mr. Capone wanted to make sure the Board is aware that it is being considered.

### **Public Comments**

An observation from the previous night at about 7:50 pm, there were two cruisers in downtown center, one from New Hampton and one from Gilford, with no construction in progress. Mr. Lagueux explained that there was a

very large excavator that had broken down and the cruisers were required to be there at the cost of the contractor.

With no other public business to come before the Board, at 7:53PM Mr. Lagueux made a motion to enter into non-public session under RSA 91-A: 3 II-a, c, and e, seconded by Mr. Denning. The Board voted 5-0 in favor of the motion by a roll call vote.

Respectfully Submitted:  
Christina Goodwin

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Don Milbrand, Select Board

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Joe Denning, Select Board

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Betsy Schneider, Select Board

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Janet Cote, Select Board

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Shaun Lagueux, Select Board