

**MINUTES**  
**BRISTOL SELECTBOARD**  
**July 8, 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.

**Minutes of June 20<sup>th</sup>, 2013**

Mr. Denning motioned to accept the minutes of June 20<sup>th</sup> both public and non-public as submitted, seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Mrs. Cote made a motion to approve the manifest as presented, seconded by Mr. Lagueux.

Mr. Lagueux inquired on a stop payment fee under the Library's electrical expense line. Town Administrator Capone stated that this fee is the result of a billing issue with PSNH. The company changed their billing address and how payments are processed it was creating problems with existing account balances so we placed a stop payment on the check on reissued a new check to go to the new billing address. The stop payment fee will be covered by PSNH.

There was a question with regard to fence repairs at Kelley Park. The Town Administrator noted that the prep work for the repair was done by Town employees, but the fencing materials and installation were completed by a fencing company.

Mrs. Cote inquired on a hospital bill for the Water & Sewer Department that was entered under the repairs and maintenance budget line. This fee is for an employee to receive a Hepatitis shot. All Water and Sewer employees receive these shots. It only happens occasionally and there is no specific line in the budget for it. She also inquired on radio expenses from Ossipee Mountain & Electronics for the Police Department. Repairs to another cruiser were discussed also. The Town Administrator will follow up.

The Board voted 5-0 in favor of the motion to approve the manifest.

**New Business:**

**Susan Colby- Bristol Community Services**

Mrs. Colby stated Bristol Community Services experienced an increase in expenses over the last year whereas the Town saw a decrease. After reading this in the Town report, she wanted to make residents aware of Bristol Community Services and how they operate within the community. The organization is self-funded and relies on profits from their thrift shop and donations providing assistance in the forms of food, gas, utility and prescription vouchers.

On average, they have served 75 families per month in the last 12 months. The food pantry serves five towns: Bristol, Alexandria, Bridgewater, Hebron and Groton. More than 75% of those served are Bristol residents. Differences in services provided on behalf of Bristol Community Services and the Town were discussed. Last year, they spent over \$6,000 on food assistance. Financial assistance is also provided and reached \$6,500 as gas vouchers. \$700 was spent on electrical assistance for those facing disconnects. Medication co-pays totaled almost \$700. They provided heating assistance in excess of \$1,000. An additional \$200 was spent on other needs such as rental assistance or other requests.

A Backpack Program is offered to families each school year to assist with school supplies. Donations are being accepted at this time.

90 local families were provided with Thanksgiving dinners last year.

Bristol Community Services also works with Century 21 to provide a Santa fund. 197 children were provided for last year.

The organization is currently overflowing with consignment items and has sought a new location. They have purchased the building next door to Dead River and will be relocating there. However they now have a mortgage which they have not had in the past.

Mrs. Colby requested that the Town assist with repairing the entrance/parking area in front of their new building. Mr. Capone stated that the sidewalk area will be fixed and curbing installed however the actual area up to the building would need to be discussed with the Project Engineer. Further discussion on the area next to the building and curbing took place.

Renovations to the new building are underway and are being done on a volunteer basis.

It was suggested that volunteers to work on the new building could be solicited through Bristol Media, including the Crier and Town Cable channel. Members of the Board commented on the services provided by Bristol Community Services.

Mrs. Colby commented on the traffic patterns impacting the ability to obtain services from Bristol Community Services. Mr. Denning commented that during construction, the traffic patterns can change daily and at times it has been confusing. The Board discussed the one-way section of N. Main Street and how it has impacted the flow of traffic and access to businesses in the area.

The Board thanked Mrs. Colby for attending the meeting.

#### **Paul Zareas**

Mr. Zareas contacted the Town Office earlier in the day stating he no longer needed to meet with the Board.

### **Fuel Bid Process**

Town Administrator Capone discussed the annual fuel bid process. The RFP for heating fuel was sent out in June with a deadline of July 3<sup>rd</sup>. Only one bid was received. It was from Fuller Oil Company. AD&G Fuel requested a specific time when the Board would make a decision before providing a quote. Mr. Denning commented on the volatility of the current fuel market. Mr. Capone discussed the challenge of coordinating with a company for service. Mr. Capone mentioned that the Board could accept the current proposal, wait and request new proposals later or perhaps combine their request with the School District in an effort to attract more bidders. The Board stated they would like to combine their request with the School District. The proposal from Fuller Oil was not accepted at this time. Mr. Capone will contact the School District to coordinate the fuel bids.

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

Town Administrator Capone reminded the Board that the Emergency Management Tabletop Exercise Training will be held at the Fire Department on July 20<sup>th</sup> from 10AM- 1PM.

Summer Town Meeting dates were discussed. The meeting will be held on July 27<sup>th</sup> at 9AM. It was suggested that Marian Hall, near West Shore Road, might be a good place to hold the meeting. Mr. Capone will inquire on whether the building is available.

The Historic District Commission has received a Grant from the New Hampshire Division of Historic Resources to fund a portion of the Historic Resources section of the Town Master Plan. The Town Administrator has completed the necessary documentation for submission to the State and asked if the Board would authorize him to sign the agreement on behalf of the Town. After discussion by the Board, Mr. Denning motioned to authorize the Town Administrator to sign the application on behalf of the Board, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

Mrs. Cote inquired on the funding for the grant. There is no requirement for additional Town funding and matching funds in the amount of \$1,830.00 had already been budgeted.

The Town Administrator also produced a renewal agreement with the Town of Alexandria to post their meeting videos on the Community Cable Channel. Mr. Lagueux motioned to accept the agreement with the Town of Alexandria for media services in the amount of \$2,000, seconded by Mr. Denning. The Board voted 5-0 to approve the motion and signed the contract.

Mr. Capone reviewed an agreement between the Library and the Getty's, the current owners of the adjacent multi-tenant property on Pleasant Street. The Town received .14 acres of land to expand the Library parking in exchange for providing additional parking for tenants to the Getty's building in an area adjacent to the Library's lower parking lot. The Town also agreed to provide a twenty foot right of way across both the upper and lower parking lots for access by tenants.

Mrs. Cote asked for more information on the parking agreement with regard to time limits. As per the agreement, six parking spaces were created adjacent to the lower library lot for the exclusive use of Mr. Getty's tenants. During non-business hours for the Library, tenants are able to use the upper lot.

Mr. Denning motioned to accept the easement deed for the Getty property, as submitted, and the year to year lot maintenance agreement, seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion.

Mr. Capone updated the Board on downtown project. Base paving was done last week on the State Right of Ways. State DOT Officials voiced concerns over raising the pavement area of the turning lane at the weekly project meeting this morning. Mr. Denning noted that there had been discussion with businesses regarding the addition of three lights in downtown at the far Southern and Western edges of the project area. Preliminary costs were reviewed for the additional lighting. The preliminary estimate is \$23,248. The estimate includes all parts, materials and labor required for installation. The potential cost saving for removing the raised Island was discussed and it was noted that the preliminary estimated savings is \$22,871. It was suggested that any difference in cost could be appropriated out of contingency in the budget. Mrs. Cote inquired on the number of lights based on what was presented at Town Meeting. Mr. Denning motioned to authorize purchasing three additional lights for the downtown project, seconded by Mrs. Cote. The Board voted 5-0 in favor of the motion.

### **Selectmen Items**

Ms. Schneider discussed a request from Lucille Keegan, with regard to refurbishing the "Welcome to Bristol" signs. Tom Keegan offered to assist by painting the back sides of the signs and save the Town in costs. The Board advised Ms. Schneider to obtain a quote from Ms. Bush for the Board to consider.

Ms. Schneider inquired on the pavement that was torn up in front of the Old Town Hall. Mr. Denning assured her that the State would take care of fixing it.

Ms. Schneider had been contacted by Mr. Elder with regard to putting a new cross walk near the Laundromat located on Route 3-A north of the Town Office. Mr. Capone will contact the State as this is a State Road.

Peggy Miller wrote a letter to the Board requesting additional signage along Route 3-A South in the vicinity of Wicom Road to alert vehicles of the traffic entering onto 3-A from the Sunset Height entrance/exit area. The Town Administrator is pursuing the issue with the State.

The purchasing policy will be added to the next agenda, and will be reviewed by the Board.

Ms. Schneider inquired on an expense in the Police Department budget for radios and whether it had been moved. The Town Administrator will follow up.

Ms. Schneider inquired on an estimate from JP Morrison for culvert work done for the Town. She will contact Mr. Morrison.

Mr. Lagueux discussed the two hour parking signs placed in downtown during construction. He mentioned that he had spoken with the Town Administrator and got the background on the sign. It was placed on the Rollins Block as a temporary measure to make people aware that they could park downtown during construction.

Mrs. Cote inquired on an update for the Old Town Hall project and the Committee meeting that was held. Mr. Capone replied that the Committee felt strongly about addressing what the voters approved at Town Meeting. Mr. Capone stated he could revisit the quotes obtained and see if the amounts could be improved. The challenge was that the quotes exceed the amounts approved at Town Meeting. Mrs. Cote inquired on putting out an RFP based on the requests made at Town Meeting. Mr. Denning stated his concerns on adding a new roof to a building in this condition. There is not enough funding to complete the project as it stands.

Mr. Capone noted that estimates had been obtained for all of the suggested improvements. Originally, those improvements totaled somewhere around \$125,000. This was prior to the request for the replacement roof to be metal which added considerably to the original estimates. Mr. Lagueux stated that the discussion at Town Meeting was for one step only with the notion that additional discussions would take place later. It was suggested that the Board discuss the matter further at their next meeting.

Mrs. Cote mentioned that she met with Deb Gilbert of the Altered Bee regarding an event for the new Downtown once construction was completed. August 24<sup>th</sup> was a proposed date for a rededication ceremony for the new Downtown. Mr. Denning stated Doug Voelbel has been working on a plan with regard to business involvement and suggested Mrs. Cote coordinate this effort with him.

Mr. Lagueux thanked Mr. Denning and the Lions club for the events over the 4<sup>th</sup> of July weekend.

### **Public Comments**

Mr. Manganiello noted that the two beach signs should be included as part of the sign refurbishment project.

Mrs. Manganiello inquired on whether the original plans for the downtown project included the additional lights being purchased and if businesses knew which lights would be placed and where.

Mr. Richards inquired whether the downtown project was falling within the project scope. Mr. Capone noted that overall the budget was in reasonably good shape at this time.

Mrs. Colby thanked the DOT for removing the raised median from the project and stated she is not a fan of the back-in angle parking.

A waiver for the non-profit fee for the 'Run Your Buns Off' event was discussed. Mr. Denning stated removing the fee for all non-profits should be considered. This will be reviewed at the next meeting.

With no other public business to come before the Board, at 7:50PM Mr. Lagueux made a motion to enter into non-public session under RSA 91-A: 3 II-(c), (e). The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion by a roll call vote.

At 8:10PM Mr. Lagueux made a motion to come out of non-public session. The motion was seconded by Ms. Cote and voted 5-0 in favor by a roll call vote.

With no further business to come before the Board, at 8:11PM Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Cote. The Board voted 5-0 in favor of the motion.

Respectfully Submitted:

Kelly Lacasse

---

Don Milbrand, Select Board

---

Joe Denning, Select Board

---

Betsy Schneider, Select Board

---

Janet Cote, Select Board

---

Shaun Lagueux, Select Board