

MINUTES
BRISTOL SELECTBOARD
July 22, 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 6:03PM.

Minutes of July 8th, 15th 2013

Mr. Lagueux motioned to accept the minutes of July 8th and 15th both public and non-public as submitted, seconded by Mrs. Cote. The Board voted 5-0 in favor of the motion.

Mrs. Cote motioned to accept the manifest, seconded by Ms. Schneider. Ms. Schneider inquired on when the 2006 cruiser would be moved to another area of the budget as the government car. Another expense for the government vehicle was entered in the 2006 cruiser budget line. Town Administrator Capone added that he will review the matter.

Two receipts from Park & Go showed an expense for \$58.62 but signed for by the Town of Bristol, instead of specifying the department it was being charged to. The Town Administrator will review that expense as well.

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

New Business:

Public Hearing- Update on Habitat for Humanity CDBG Project

This is a required hearing as part of the Habitat for Humanity Project with CDBG. Mr. Capone stated that this hearing needs to be rescheduled for August 19th so that the program administrator could be present. The hearing will be noticed in the Laconia Citizen.

Review and Discussion of Purchasing Policy

Mr. Lagueux commented on the inconsistency with the Town Manager and Town Administrator title throughout the policy. Mrs. Cote suggested the same for Select Board title, clarifying its use as one or two words. Ms. Schneider commented that the revision statement at the end of the document should not only state the date changes were approved but also have the Board sign the document. Mr. Milbrand suggested a revision sheet be added to the end of the document. Ms. Schneider added that under Section 2: Purchasing Procedures: This section should have the purchase order attached to the manifest. Ms. Schneider also commented in Section 3: Between \$1,001.00 and \$2,999.99 that she would like to see the dollar limit lowered

to \$1,500.00 and the language changed from informal bids to written bids. Mr. Lagueux added that he would like to support lowering the threshold, and have more control over expenses however if this presents difficulty for certain departments obtaining repairs, it would need different consideration. Mr. Denning expressed concerns with lowering the limit to \$1,500.00 as it may interfere with or delay repairs. The Board further discussed threshold limits. Mrs. Cote added that she would recommend the first threshold upper limit of \$1500.00 and remove the \$2,000 stipulation. She would also like to see the informal language be replaced with written bids. The same changes were proposed for Section's B and C. The Board agreed on changing Section A limit to \$1,500.00 as well as highlighting language emphasizing three sources.

Mr. Denning explained the process for grant applications and how it may not be practical for a Department Head to come to the Board when applying for a grant. The Town does not always have to match funds with grants, but in cases where this does occur the Board could be involved at a later time during the process. Ms. Schneider expressed concerns with large expenses made under grant funds and that the Board should be involved. Mrs. Cote suggested adding language which would address grant purchases. Mr. Denning stated that purchase orders do come after grant approvals. Ms. Schneider stated that an example of this would be the radio purchased by the Police Department. The radio was purchased however the Board did not know how much was received in grant funding towards this expense.

Mr. Capone commented that the Department Head's should be afforded more responsibility with respect to purchases and needs of their department. Mrs. Cote inquired on the bartering process and what the Town currently has in place for this, suggesting it be added into the purchasing policy.

Ms. Schneider inquired on Section 5: Public Auctions, with regards to whether this was an active practice of the Department Heads. Mr. Denning responded that at one time, the Town purchased used equipment from the State at White Farm. It hasn't been used in a while however. Mrs. Cote stated that she would like to encourage Department Heads to barter, and she would like to see the following comment added to Section 5: "Authorizations in Section 3 may apply based on the estimated dollar amount" or a different policy created.

Ms. Schneider commented on Section 6, adding that she felt the Board should be more involved in purchase orders. She also asked that (e) in Section 6 should be reduced from 12 months. Mr. Milbrand stated that approvals in certain situations may not be necessary under this section. After more discussion by the Board, Section 6 was re-written to state that purchase orders may be placed without bids under the following conditions, levels of review still apply.

Ms. Schneider requested to change the determining party from Town Administrator to Select Board under Section 9. The Board agreed and made the correction. After the policy has been edited, the Board will review the policy at the next meeting.

Review and Discussion of Timber Tax Assessments

Mr. Lagueux started review of this process by discussing the Timber Tax Law. Timber is taxable in the State of NH however exemptions do apply in some circumstances. The Town collects 10% of the timber proceeds as a tax. The Assessing Office inquired on a timber operation which has taken place over two years and has not reported the requested information to the Town. The Board has the option of recovering timber tax fees by assessing dooamage for the timber cut. There was a \$1,000 bond put up on this timber, which the Town currently has. Mr. Lagueux reviewed the file and noted that there were attempts to contact the property owner. Some information was obtained from the logger.

Mr. Lagueux made a motion to assess dooamage based on non-compliance of the landowner for the past year, seconded by Mr. Denning. The Board voted 5-0 in favor of assessing dooamage on the delinquent property.

Review and Discussion on Permit Fees

Mr. Denning stated he wanted to pass over this item so he can discuss the matter with the Assessing Office.

Town Administrator's Report

Mr. Capone received some information regarding the Northern Pass project. The Historic Preservation Group will be working along the PSNH Right of Way in Bristol digging test pits to look for artifacts Tuesday, Wednesday and Thursday of this week.

Summer Town Meeting is scheduled for Saturday morning at 9AM at the Marian Center. Mr. Milbrand suggested placing signs at the Old Town Hall to notify the public where the meeting will be held.

Potential changes to the parking ordinance were provided to the Board for review and discussion at the next meeting.

Details for the Summer Town Meeting were discussed.

Selectmen Items

Ms. Schneider commented on the Northern Pass Project and that she would like to see the Board take a position on the matter. She also noted that the fee charged by JP Morrison on the culvert totaled \$3,200. Ms. Schneider has attempted to contact Karen Bush regarding the 'Welcome to Bristol' signs throughout town.

An inquiry on an additional crosswalk near the new Laundromat is still under review. She inquired on the placement of the radio expense from the Police Department.

Mrs. Cote updated the Board on her Downtown Business Appreciation Day during Old Home Day at 1PM. Other business specials to be offered are also being discussed by businesses.

Mr. Capone updated the Board on the progress of the Downtown Project.

Mr. Lagueux commented on a property located on Central Street which is bank owned. Currently the bank is accepting bids through an on-line auction. Mr. Lagueux had met with a local business person who proposed purchasing the property and donating it to the Town. Options concerning the condition of the building and whether the Town would be interested in this property were discussed. The Board will review the matter further at a future meeting.

Mr. Denning inquired on the Brownfield's Grant status. Mr. Capone explained the process for Brownfield assessments on eligible properties. A grant from Lakes Region Planning Commission is available for Phase II Assessment on the property.

Mr. Denning asked to open up public comments to discuss the Town Beach.

Public Comments

Jan Barrett, a Bristol resident, spoke about concerns with the Avery-Crouse Beach. Beach furniture is being placed on the beaches around the clock to claim space on the beach which is seldom used. Mr. Lagueux has also received several complaints on the same topic. He agreed that a policy should be in place to prevent this. Mr. Denning suggested revising the Town Beach Ordinance.

Joan Wirth came before the Board to discuss her concerns with the Smart Meter Project. Ms. Wirth feels that Board members are not seeing all the information necessary to understand the real impact of Smart Meters. Ms. Wirth requested that the Board send a letter to NH Electric Co-Op. Ms. Wirth has asked the Board to develop an ordinance preventing Smart Meters from being installed in Bristol. After much review by Ms. Wirth on the health impacts of the Smart Meters, the Board told Ms. Wirth they are not willing to support this effort.

John Thouin inquired on the status of Robieson Drive voted on at Town Meeting in March. Mr. Capone reviewed the vote of the public and how this impacts the Town taking over the road.

Mr. Thouin also commented on the sidewalks in the center of the downtown area and suggested the engineer look at the plans again.

With no other public business to come before the Board, at 8:18PM Mr. Lagueux made a motion to enter into non-public session under RSA 91-A: 3 II-(a). The motion was seconded by Ms. Cote. The Board voted 5-0 in favor of the motion by a roll call vote.

At 8:35PM Mr. Denning made a motion to come out of non-public session. The motion was seconded by Ms. Schneider and voted 5-0 in favor by a roll call vote.

Mr. Denning made a motion to approve PO# 004078 for the Water and Sewer Department to purchase manhole covers and risers from Ferguson Waterworks in the amount of \$6621.80. The motion was seconded by Ms. Cote. The Board voted 5-0 in favor of the motion.

With no further business to come before the Board, at 8:37PM Mr. Denning made a motion to adjourn. The motion was seconded by Mr. Lagueux. 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