

**MINUTES
BRISTOL SELECT BOARD
August 5, 2013**

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

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

Minutes of July 22nd, 2013

Mrs. Cote motioned to accept the edited minutes of July 22nd both public and non-public, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

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

New Business:

Highway Superintendent – Mark Bucklin- Quarterly Update

Mr. Bucklin discussed his reclamation and paving plans for Oakcrest and Overlook Drives. Three bids were obtained from paving companies:

GMI Paving: \$188,970
R&D Paving: \$180,530
Bryant Paving: \$186,875

Mr. Bucklin felt comfortable with R&D as the company has been in business for many years. The budget line for paving is \$194,000 for the year.

Mr. Bucklin also presented figures for the finish paving of the Library parking area. Three bids were obtained from paving companies:

GMI Paving - \$5,812.50
R&D Paving - \$7,500.00
Bryant Paving- \$9,775.00

Mr. Capone stated that the cost for the library paving work would come from the balance of funds remaining in that line of the project budget.

Mrs. Cote inquired if R&D Paving would be able to complete the projects within a reasonable time frame. Mr. Bucklin stated that the Library would be done last and the other projects could be done anytime according to the paving company. A purchase order will be presented to the Board at the next meeting.

Last week, Davidson's Campground contacted the Highway Department concerned about a large tree that had split and was hanging over the road. The tree was removed as it was on a Town road. A local company came and cut down the tree and removed it. The cost was \$1,200.

Ms. Schneider mentioned some information she received from David Hill of the CIP Committee about a potential sidewalk plow. After doing some research, Mr. Bucklin decided not to pursue the item as it had performance issues.

The new maintenance person, Paul Revels, has started working for the Town as well as the new Highway Foreman, Bruce Johnson. Ms. Schneider stated it would be nice for the Board to meet new employees. They will attend the next Board meeting.

Mrs. Cote inquired on the numbers from Hazardous Waste Day. She also thanked Mr. Bucklin for taking down a tree on De Angelo Drive.

SAU 4 Superintendent Stacy Buckley

Ms. Buckley introduced herself as the new Superintendent for SAU 4. She is meeting with Boards in all Town's within the District.

Mr. Milbrand inquired on the Danbury Committee status. Mr. Migliore commented that he had information that Danbury would not be withdrawing from SAU 4. Mrs. Cote inquired on the timeframe for moving ahead with the Danbury decision. There is no timeline currently, however the deadline is November. The Board welcomed Ms. Buckley to the area and thanked her for coming in.

Review and Discussion of Parking Ordinance

Mr. Capone reviewed the existing ordinance with the Board. It provides for a one hour parking limit in Central Square, along sections of North Main Street, South Main Street, and Pleasant Street. During discussions that were part of a review of the scope of the downtown project with area businesses, it was suggested that a two hour limit be imposed.

The Board discussed the matter and agreed that a two hour minimum would be adequate. Mr. Denning suggested that the ordinance be rewritten to include a more up to date description of the areas covered by the ordinance. It was also noted that the fine should probably be increased from its current rate of one dollar.

Mr. Capone will update the policy for consideration by the Board at another meeting.

Adoption of the Purchasing Policy

At the last meeting, the Board revised the current Purchasing Policy. Mrs. Cote proposed adding a section on surplus property disposal to the policy. Item E under Section 6 will be deleted. A discussion on informal bids and how they've been used by departments took place. The Board agreed informal bids would be changed to written bids within the policy. Mr. Milbrand suggested the section on surplus property disposal should be a separate policy, and not included in the purchasing policy.

Ms. Schneider motioned to accept the purchasing policy as amended, seconded by Mr. Denning. The Board voted 4-0 in favor of approving the motion.

Town Administrator's Report

Mr. Capone provided an update to the Board with regard to concerns expressed by residents involving furniture left on the beach and beach parking. There are concerns that some residents near the beach have parked their vehicles in the beach parking spaces, so that visitors can use their driveways. Mr. Capone has researched this issue and he noted that if someone purchases a beach parking pass you cannot discriminate with regard to how they use it as long as the pass is valid. Mrs. Cote agreed with Mr. Capone in that the Town cannot discriminate around permitted passes. Mr. Denning asked if there was another way to address the matter. Mr. Capone will continue to research the issue.

Mr. Capone noted that section 4 of the current Beach Ordinance states furniture cannot be left overnight on the beach. Mr. Capone stated he could add the wording which includes beach furniture cannot be left unattended for a specified number of hours. The Board discussed the time allotment which should be included in the policy. Mrs. Cote stated the policy should include a statement about warnings and confiscating furniture left after a certain amount of time. Mr. Capone will continue to work on the revisions.

Mr. Capone discussed two Town-owned properties taken by tax deeding- Unit 2A Beech Street and 100 Country Club Road. He noted that the previous Board utilized a sealed bid process to sell the properties and inquired of the current Board how they would like to proceed with this sale. Mr. Capone explained the tax deeded sale process. Mrs. Cote inquired on whether unpaid taxes will be recovered when the Town sells properties taken. Mr. Capone stated that in the past the amounts for which properties were sold sometimes would cover those costs and could also include other penalties and costs that could be assessed by the Board. The Board discussed seeking market value versus getting the properties back on the tax roll. Mr. Capone noted that the Board has the right to reject any and all bids received for the properties. Mrs. Cote inquired on whether they anticipated other tax sales later this year. Mr. Capone stated he does not expect any others.

Mr. Capone mentioned that the existing PSNH light poles in the Central Square area will be taken down by PSNH next week. The Board discussed ownership rights for the light poles based on an agreement with PSNH for the Smart Start Program. Mr. Capone will continue to research the matter.

Matt Hughes of Northern Boats and Boards spoke to the Board last month regarding a boat show on the lake. He received approval from NH Marine Patrol and is planning to hold the event August 17th from 10AM-4PM. Traffic details will be coordinated with Bristol Police. Insurance coverage documents for the event are being reviewed. Mr. Capone indicated that Mr. Hughes had spoken with at least one of the associations along the beach. Mrs. Cote stated she would like to know the boundaries of the area impacted on the beach.

Mr. Capone notified the Board that the Library Trustees had completed the installation of solar panels on the roof of the Library. This project was funded entirely with Trustee's Funds. It is hoped that the system will provide enough electricity to offset most if not all of the Library electric usage.

In addition, for every MWh of electricity generated we would qualify for a renewable Energy Credit (REC) that can be sold at a rate of approximately \$45/REC. This would provide a revenue source for the Town. Mr. Capone discussed some of the options available in terms of how best to earmark those revenues to offset operating or maintenance expenses for the library. This will be discussed in more detail with the Library Trustees and the Board at a future meeting.

An update on the downtown project was provided. It is anticipated that the balance of the sidewalk work, the landscaping and final paving would be completed by August 16. Mr. Capone mentioned that he had been researching flagpoles for the common. His latest estimate from a New Hampshire manufacturer was \$2138 for two thirty foot fiberglass flagpoles installed with solar down lighting. Ms. Schneider stated she thought the Board had previously discussed this issue. Mr. Capone noted that the issue was discussed when the Board approved the additional three streetlights, but no decision was made on the flagpoles. Mrs. Cote inquired whether the funds could come from any specific area within the budget. Ms. Schneider inquired on the budget for the project and whether the Town would stay under what was set for the project. Mrs. Cote suggested allowing the Town Administrator to proceed with the purchase as long as it did not exceed the amount of \$2,138. After further discussion it was determined that the Board would not proceed with the purchase until a review of the project budget was completed to see if any funds might be available to purchase the flagpoles.

Select Board Items

Mrs. Cote updated the Board on the Downtown Project, Appreciation Event stating that we could proceed with advertising. She drafted an ad notice showing appreciation for the downtown businesses. The Board discussed the name for the event and whether this would be a dedication or re-dedication event. She is working with a local business owner. The ad will be finalized by next week.

Mrs. Cote supplied the Board with drafts of Grants and Bartering policies for the Board to review and discuss at a future meeting. Mrs. Cote also proposed a policy for indemnification (RSA 31:105) for the Town based on information she received at training. Mrs. Cote suggested that the Board review and adopt the policy on indemnification.

Mrs. Cote made a motion to adopt the indemnification for damages policy under RSA 31:105, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Mr. Denning inquired on the Bartering Policy and whether Mrs. Cote had spoken with Department Heads or the Town Administrator. Mrs. Cote spoke with the Highway Department since they perform most of the bartering.

Ms. Schneider discussed information she had on the Bristol signage and repair work from Karen Bush. The estimate is for \$3,200 however Ms. Bush felt she needed to re-build the signs, which would require the signs to be taken down. Ms. Schneider suggested perhaps the signs could be taken down a few at a time instead of all at once.

Ms. Schneider mentioned that since Mr. Lagueux was not present she would like to postpone the discussion on Northern Pass for the next meeting. It was agreed to add it as an agenda item.

Ms. Schneider mentioned that the \$3,200 for the radio for the new Police cruiser was still not moved from the line item for radio repairs to the line item for the new Police cruiser. She also questioned that the line item for the new Police cruiser went down by \$1,370. Mr. Capone stated that he has turned this into a much larger project and would get back to the Board on this for the next meeting.

Mr. Milbrand inquired on the representative to Lakes Region Planning Commission for the TAC Committee. Steve Favorite has been a representative for the last few years and his term expired on July 31st however he is out of the state for the next few months. Murray Campbell is also a representative however he is recovering from an illness. Mr. Denning suggested the Town Administrator be appointed as the TAC Representative with himself as the alternate. Mr. Milbrand motioned to appoint Mr. Capone as the TAC representative with Mr. Denning as the alternate, seconded by Ms. Schneider. The motion passed in a vote of 4-0 by the Board.

Public Comments

Mr. Cote asked about the size of the Library System. Mr. Capone replied approximately 15 kilowatts.

Mrs. Manganiello commented on the exterior of the businesses downtown, particularly Grace Electronics and how the Town can assist businesses with being successful. Mr. Capone has met

with groups focusing on economic development in Bristol and discussed options available to businesses downtown.

Mr. Manganiello commented on the height of the new flag poles.

Mrs. Hubert inquired on whether the light on the top of the flag pole was included in the cost. Mr. Capone replied that it was.

Mr. Richards inquired on the pole bases and how they are installed. Mr. Capone explained how the pole bases are installed.

With no other public business to come before the Board, at 8:18PM Mr. Denning made a motion to enter into non-public session under RSA 91-A: 3 II-(c). The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion by a roll call vote.

At 8:34PM Mr. Denning made a motion to come out of non-public session. The motion was seconded by Ms. Schneider and voted 4-0 in favor by a roll call vote.

With no further business to come before the Board, at 8:35PM Mr. Denning made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 4-0 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