

**MINUTES**  
**BRISTOL SELECT BOARD**  
**August 19, 2013**

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

Mr. Milbrand opened the meeting of the Bristol Select Board at 6:01PM.

**Minutes of August 5, 2013**

Mr. Denning motioned to accept the amended minutes of August 5<sup>th</sup> both public and non-public, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion with Mr. Lagueux abstaining.

Mrs. Cote motioned to accept the manifest, seconded by Mr. Denning. The Board voted 5-0 in favor of the motion to approve the manifest.

**New Business:**

**Public Hearing- Upper Valley Habitat for Humanity - CDBG**

At 6:06 PM, Mr. Milbrand opened a Public Hearing required under the terms of the CDBG grant for the Upper Valley Habitat for Humanity (UVHH) project. Donna Lane, the grant administrator, provided an update with regard to the progress of the project to date. The project is kicking off a "Women's Build-a-thon" October 5<sup>th</sup> and 6<sup>th</sup> where they encourage women to come and build and help raise funds for the UVHH projects. More information can be found on their website <http://www.pemivalleyhabitat.org/>.

The Public Hearing was closed at 6:11PM. The Board thanked Ms. Lane for attending the meeting.

**Police Chief Michael Lewis- Quarterly Update**

Chief Lewis introduced a new Police Officer, Nicholas Kelley who has recently joined the department. Officer Kelley just graduated with a degree in Criminal Justice. He will be attending the Police Standards and Training Academy starting in September. The Board welcomed Officer Kelley and thanked him for coming in to meet the Board.

Chief Lewis updated the Board on Police Department business including statistics for arrests, felony court cases, motor vehicle stops, accidents and property obtained by seizure or transfer. The department currently has a 98.2% warning to citation summons ratio for motor vehicle stops. Drug activity in the area has increased especially for the more harmful substances. The

Police Department has recently been involved in a regional drug case and will be working with the Attorney General's office throughout the proceedings.

School starts this week and the Police Department will, once again be working with SAU 4 throughout the year to help keep students safe. Chief Lewis has also met with the new Superintendent and reviewed areas of concern within the district. Chief Lewis has also worked with all the school principals and assistant principals to train on the new communication/surveillance system that will link the schools with the Police Department.

Mr. Denning commented on Chief Lewis' presence at the Summer Town Meeting and thanked him for his involvement. He was asked to update on department activities around the lake community. Chief Lewis commented on his interactions with seasonal residents around the lake and how the Police Department works with the community to keep them better informed.

Mr. Milbrand commented that he has received complaints with regard to speeding along West Shore Road. Chief Lewis stated that the department enforces the speed limit on the road not only to protect motorists but also to protect foot and bicycle traffic in the area.

Mrs. Cote inquired on a SUV grant which Chief Lewis discussed at Summer Town Meeting and details on an explosive device found recently. Chief Lewis explained that because there is an active investigation of the explosive device, no information is being provided to the public to prevent duplication of the device. Mrs. Cote also inquired as to why the State Police do not have jurisdiction over the investigation of the device since a State agency was involved in the matter. Chief Lewis noted that the device was sent to the State lab for processing and fingerprinting however due to the increase of homicide investigations in the State of NH, that agency is backed up with work and he is not certain when the results will be available.

Chief Lewis noted that he is exploring the SUV grant. Other grants submitted include a light tower generator and replacement rifles for the "Vietnam era" rifles the department currently uses.

Ms. Schneider inquired on the cover for the rolling speed radar being left on the ground. Often the cover is blown around the area. Ms. Schneider also inquired on the use of the motorcycle as it has not been used for patrol often recently. Chief Lewis responded by explaining that the motorcycle is assigned to a trained individual for use during their shift. However the officer who is currently assigned to the motorcycle is also training the new officer and for this purpose, a cruiser must be used. Chief Lewis anticipates using the motorcycle more in September and October once the new officer is in the academy. Chief Lewis also stated for the public that if anyone has questions or concerns, please feel free to contact him by email or calling the business line for the Police Department to reach him.

The Board thanked Chief Lewis for attending the meeting.

## **Downtown Project Update**

Town Administrator Capone updated the Board on some smaller projects being completed within the downtown area including the final striping on the roads, PSNH removal of the three remaining poles and concrete work on the sidewalk at the Rollins Block which needed to be rebuilt. Project Engineer, Mike Vignale discussed some issues with the sidewalks and the walkway in front of TD Bank.

Mr. Lagueux added that he had received an e-mail concerning the plants selected for the project and their tolerance for salt. Also of concern is the maintenance of trees planted in the downtown area. Mr. Vignale stated that the contractor has a one year warranty on everything the project includes. He also noted that many of the plants and trees chosen for the project were done so due to their tolerance for salt. Ms. Schneider inquired on whether there was a plan to seal the sidewalks. Mr. Vignale stated this would be done in the next few days after they have been cleaned off.

Mr. Milbrand inquired on the back-in parking as members of the Board have received many inquiries and complaints. Mr. Denning added that it was discovered that three parking spots would be lost by implementing the pull-in parking method, and also had concerns with safety. Mrs. Cote inquired with Chief Lewis on what has happened with the new back-in parking signs posted in front of the bank where people are still parallel parking. Chief Lewis responded by stating that because there are no lines there presently, individuals are not using the parking spaces as they are intended. He indicated that once the lines are painted, the spaces will be used properly. Ms. Schneider commented that due to the aging population, she has a lot of concerns with the back-in parking. Mr. Lagueux felt that either way when vehicles park, the driver will need to back up at some point. Ms. Schneider inquired on the number of incidents in which children were hit during pull-in parking. Chief Lewis stated there have been none. The Board discussed the safety issues involved with parking. Mrs. Cote added that over the weekend, she spoke with residents who had no knowledge of the back-in parking in Bristol and voiced their concerns. She also added that it was her understanding that this was part of the grant process and stated the parking needed to be done way. Mr. Denning disagreed indicating that he had helped to prepare the grant and that this was not the case.

The areas designed for back-in parking includes the Rollins Block, the South end of Central Square and along North Main Street. Mr. Vignale explained the benefits to using the back-in parking method. It has been used in many other communities successfully. Ms. Schneider inquired on making the one-way street from TTCC and beyond. Mr. Vignale responded that this could not be done per DOT as they will not allow traffic coming out of the two way entrance to the bank to turn left because cars would be too close to the intersection to enter it properly. The island at the entrance to North Main Street would also need to be reconstructed if the beginning of the street was changed back to two-way traffic.



Mr. Lagueux made a motion to accept the low bids for all three projects pending review of their compliance with the requirements set forth in the bids, seconded by Mr. Denning. Mrs. Cote stated her concerns for the variations in the window bid which would be thoroughly reviewed by Mr. Capone. The Board voted 5-0 in favor of the motion.

Mrs. Cote inquired on current figures for the downtown project. Mr. Capone stated that Mr. Vignale was preparing a budget analysis of the project to present to the Board at the next meeting.

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

Mr. Capone is still working on the Beach Ordinance exploring options to address the parking issue.

The Parking Ordinance is also still under review. The boundaries to the limits of the parking area need to be referenced by building number addresses and not by particular business names as they can change over time. Mr. Capone also wanted to follow up with the Police Chief with regard to a fine amount for violators.

The Town Administrator provided an update on the three hydrants which were previously reported as not working. The hydrant on Prospect Street is now operational. The parts to repair the units at Frosty's (West Shore Road), and Red Sun were supposed to have come in last week, but were delayed. Superintendent Chartier is expediting them.

Mr. Capone reported that he and Mr. Vignale hiked the proposed Pemi-Pathways Trail this morning with representatives of New Hampshire Rail Trails Coalition, Charles Martin and Alex Bernhard. Mr. Charles Martin, who authors *New Hampshire Rail Trails* in New Hampshire and members of the group are interested in our trail project. Mr. Capone noted that our guests were very excited about the project. Mr. Denning stated that the possibility of the Pemi-Pathways Trail would help the downtown businesses and bring more people into Downtown.

Mr. Capone noted that he and Mr. Vignale would be discussing permitting for the Water Street area as a first step toward achieving the goal of building the trail.

Mr. Capone noted that he and Bill Dowey had been meeting with a number of different groups to explore funding options for the solar array project previously discussed with the Board. Mr. Capone will keep the Board updated as to their progress.

Flagpole sleeves have been obtained and will be installed by Jack Lyman. Mr. Capone also obtained an installed price of \$1,450.00 for the two 25 foot flagpoles which is almost \$700 dollars less than the original quote for the 30 foot poles.

## **Select Board Items**

Ms. Schneider spoke with Karen Bush about repainting the signs for Bristol. Funding is not available until next year so work will be postponed until then.

Ms. Schneider inquired on the radio purchase for the Police Department which had not been moved into the correct budget line. Mr. Capone explained in detail his proposed project for working with Finance to better organize line items and label correctly. The line in the Police Department – “Radio Repairs” has historically been used for both the repair and purchase of radios. She felt that this information should have been presented when the original purchase was discussed at Town Meeting. Some changes for the budget include better explanations for line items that may serve more than one purpose. Mrs. Cote said that moving forward it would be more beneficial if everything was transparent up front.

Ms. Schneider mentioned Northern Pass and thought the Board should consider a formal position on the project. Mr. Denning stated he would like to look at ordinances other Towns have written and implemented. Other Board members felt that speaking with other local Towns and getting information from them would help the process. It was noted that New Hampton had formally addressed the issue. Mr. Capone will call Barbara Lucas, the New Hampton Town Administrator and speak with her to see what they had done. The Board encouraged the public to move forward with a petition if they felt it was necessary.

Mr. Denning inquired on who was responsible for enforcing numbering houses for Police and Fire identification. Mr. Capone will look into the matter.

Mr. Lagueux inquired on the Water/Sewer river crossing project. Mr. Capone noted that the final hookups had been completed as part of the downtown improvements.

Mrs. Cote requested the Grant-Barter Policy be added to the next agenda. She also inquired on the where the Town stands with Obama Care and part-time employee issues. Mr. Capone responded by noting that a review of the current eligibility guidelines indicates that the Town would fall below the 50 employee threshold where fines would be levied for non-compliance. The estimates prepared by the Finance Officer and the Human Resource Coordinator were reviewed by LGC as well. Letters have been sent out seeking insurance bids from other companies. Under the Affordable Care Act, the Town is currently only required to meet notification requirements. Mrs. Cote inquired on expense line items information which will be available later in the budget process. She also inquired on the Old Town Hall project.

Mrs. Cote mentioned that the downtown dedication event will be moved to October 12<sup>th</sup> and will not be part of the Old Home Day events. She would like to move forward with the ad showing appreciation for businesses for their patience through the process.

Mr. Milbrand asked the Board to sign the revised Purchasing Policy. He also inquired on a form for the Trustee of Trust Funds. A purchase order for the reclamation and paving of Oakcrest and Overlook Drives was reviewed for signing by the Board.

**Public Comments**

Mr. Manganiello inquired on the auction of the Central Street property. No update was available.

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, e). The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion by a roll call vote.

At 8:36PM, Mr. Denning made a motion to seal the minutes of the non-public session. The motion was seconded by Mr. Lagueux. The Board voted 5-0 in favor of the motion by a roll call vote.

At 8:37PM 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 8:37PM Ms. Cote made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Respectfully Submitted:  
Kelly Lacasse

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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