

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

**PRESENT:** Select Board Members: Don Milbrand, Shaun Lagueux, Betsy Schneider, Janet Cote, and Town Administrator Michael Capone. Mr. Denning was absent from the meeting.

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

**Fire Department Promotion of Steven Thompson**

Chief Yannuzzi introduced Steven Thompson as a new Captain in the Bristol Fire Department. Captain Thompson will fill the opening left by the retirement of Captain Michael Goss, a long term Town employee. Chief Yannuzzi outlined the hiring process for the Board and those in attendance. The Board congratulated Captain Thompson on his promotion.

**Minutes of August 19, 2013**

Mr. Lagueux motioned to accept the amended minutes of August 19<sup>th</sup> both public and non-public, seconded by Mrs. Cote. 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.

Mrs. Cote inquired on the Lakes Region Planning Commission (LRPC) bill for the Master Plan survey project. Mr. Capone replied that the project is still ongoing as LRPC is helping to develop the survey. It will be available on line and by mail. LRPC will review and analyze the results with the Planning Board. This bill is for the first half of the work completed and the second half will be paid once the survey results are finished.

Mrs. Cote also inquired on a Lyman Construction bill. The Town Administrator is still working with the Project Engineer to review details of the overall project billing.

**New Business:**

**Ernest Road/ Jonelle Drive Maintenance Request**

Jill Revels, a resident of Jonelle Drive spoke on behalf of the group to request that the Town take over maintenance of both roads due to hardship reasons stated in a letter to the Select Board. Mrs. Revels also stated that this assistance is needed so emergency vehicles have access to the road in the winter. Mr. Milbrand stated that the Board has the authority to accept roads for maintenance however they could also petition the Town for approval at Town Meeting in March. There is a set procedure for the petitioning process which involves notices and a hearing. Mr. Capone asked the group of residents to clarify whether they were asking for an emergency lane declaration or for the Town to accept the road for full maintenance. Mrs.

Revels stated they were looking for the Town to accept the road and take over maintenance. Mr. Lagueux inquired on the current status of the road. Mr. Revels stated that in 2007, residents had provided the Board with proper core samples, road width dimensions, cul-de-sac status which included access throughout by Fire Department trucks. Mr. Revels stated that everything met Town required specifications. The road is not paved currently however Mr. Revels felt that this should not prevent the Town from accepting the road. In 2007, the Select Board stated that in order for the road to be taken over, it needed to meet Class V specifications and be paved. Another resident submitted a report from Superintendent Bucklin from 2007.

A document from 1997 which was signed by the Select Board allowing road acceptance under certain criteria was read. Mrs. Cote inquired on the approval dates of the subdivision, under what conditions the subdivision had been approved and what has been transferred with the deeds since. Mrs. Cote asked the Town Administrator for background information on the subdivision at the time of the approval. Mr. Capone reviewed information he gathered during his research on the subdivision however stated that the layout process never occurred. Mr. Capone reviewed the layout process as defined in RSA 231:8-20. This process involves a public hearing that must provide 30 day notice of such hearing and notice to property owners. Once this process has been completed the Board may decide to accept the Road. If they do not, the petitioners may appeal to Superior Court or petition Town Meeting in March.

After some discussion by the Select Board, Mr. Lagueux made a motion to accept the written request and open it up for review and discussion between the residents and the Board to begin the process. Mr. Lagueux offered to be the contact person to communicate information between the two groups. Mrs. Cote seconded the motion. The Board voted 4-0 in favor of the motion. Mr. Lagueux provided his contact information and will visit the area. Mr. Revels also indicated that he has been maintaining the road which had been previously done by JP Morrison.

Mrs. Revels inquired on how long the process would take. Mr. Capone noted that there was a thirty day notice for the public hearing, but would be unable to say at this time how long the process would take until he has had time to review it completely.

The Board thanked the petitioners for attending.

### **Tax Deed Sale- Bid Opening**

Mr. Milbrand opened the first bid on 30 Beech Street, Unit 2A (Map 114, Lot 155) from Michael Sharp in the amount of \$2,200. Mr. Lagueux inquired on how much money the Town had invested into this property to date. Mr. Capone replied that in the absence of any documentation being received from the Condo Association at this time, no association fees have been paid. However the current amount due is \$2,303.23. The back taxes and fees (including bid advertising) were just over \$8,000. Ms. Schneider inquired on the amount of \$16,861. shown on the paperwork for the property. Mr. Capone responded that the amount

included a 15% penalty, back taxes and other related fees. This amount would be required from the previous owner if they wanted to reclaim the property.

Mr. Lagueux inquired on the status of the association. Chief Yannuzzi explained that although there is an association, the board members do not communicate well. Mrs. Cote inquired on whether the Town would be responsible for association fees at closing. Mr. Capone was not sure if this would be required or not. The Board reviewed options for the property and discussed continued responsibility for it. Ms. Schneider inquired on the condition of the unit. Mr. Capone noted that there were broken storm windows and water damage to the ceiling. The unit has not been occupied for a long period of time. The Board further discussed their concerns with selling the property. Mr. Milbrand made a motion to accept the bid from Michael Sharp for \$2,200 for Unit 2A at 30 Beech Street, seconded by Mrs. Cote. Ms. Schneider voiced her concerns over a better plan for advertising Town owned properties to increase revenue from the sales. She added that the bid on the property was low however she would prefer to see if back on the tax roll again. Ms. Schneider stated she would like to see more descriptive advertising on Town bids in the future to get more money. She was concerned that if the Town was required to pay the dues, then there would be a loss of \$100.03 as well as the taxes in the sale. The Board voted in favor of the motion 3-0, with Mr. Lagueux abstaining.

Three bids were received and reviewed for 100 Country Club Road, (Map 214, 048).

The first bid received from Jamie Russell for \$20,100.

A second bid received from Karen Chartier for \$10,005.

A third bid received from Michael Sharp for an amount of \$1,000 higher than the highest bid not to exceed \$15,950.

The high bid from Jamie Russell in the amount of \$20,100 was accepted in a motion made by Mrs. Cote, and seconded by Mr. Lagueux. Mr. Lagueux commented on the lot for sale, noting that although the lot itself is fairly wet, the location is good as well as the value. The mobile home located on this property is in disrepair and in need of clean up. Mrs. Cote added that she felt offer was good based on the assessment. The Board voted 4-0 in favor of accepting Mr. Russell's bid.

Mr. Capone stated he would prepare the purchase and sale paperwork to be signed. Previously, the Board had authorized the Chair to sign these documents. Mrs. Cote made a motion to authorize to Chairman to sign the purchase and sales agreement, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion. Mr. Capone will contact the successful high bidder to obtain their 10% deposit. Deeds will be prepared for the Board to sign at their next meeting.

**Chief Steve Yannuzzi- Bristol Fire Department, Quarterly Update**

Chief Yannuzzi provided updates from his department noting that there were 661 service calls which is up 58 calls from this time last year. The recent promotion in the Fire Department of Steve Thompson to captain, left an opening for a Firefighter/EMT. A conditional offer has been made to Malorie Harvey. She is a paramedic and Firefighter I qualified. The conditional offer is dependent upon background checks, physicals and driving record checks. Pending the Board's approval and record check clearance, her anticipated start date would be September 16<sup>th</sup>.

Student interns have returned for the school year. Chief Yannuzzi reviewed how the department works with interns each year through Lakes Region Community Technical College.

An update on the Fire Department budget was provided. Chief Yannuzzi discussed areas of his budget which were currently over including station maintenance which was due to an unanticipated overhead door repair and repairs to the vehicle exhaust system. Engine 2 received repairs to their exhaust system. The truck pump barely passed inspection this year and he anticipates a pump repair of approximately \$7,000 in 2014. Engine 4 has had electrical issues which have been addressed. Chief Yannuzzi has met with the CIP Committee and discussed anticipated capital expenses for the next budget year. A committee from within the Fire Department has also been established to research the costs associated with refurbishing Engine 4 as opposed to buying a new engine. Chief Yannuzzi has also looked into demo trucks.

Chief Yannuzzi reviewed the results from the tabletop exercise held in July. Recommendations made will be implemented into the Emergency Operation Plan. Mrs. Cote asked if this could be emailed to the Board so they can familiarize themselves with the plan. Chief Yannuzzi will produce CD copies for the Board.

Recommendations were for web EOC training, second and third tier web EOC training for Fire Department personnel as well as Town administration, developing an EOC operations information box and coordination with NFPA on trainings. Continued education and training was recommended for future development.

Chief Yannuzzi discussed ambulance contracts with the Board. Ms. Schneider added that she felt the rates should include a fee for non-transports since it involves use of Town resources. Chief Yannuzzi responded by explaining that it was difficult to determine a cost for these services, however he would research the matter. He further reviewed the breakdown of costs used to determine the formula for charging other towns for ambulance services. Chief Yannuzzi will review the number of transports versus non-transports by town for cost analysis and supply that information to the Board.

There will be an Open House at the Fire Department on October 5<sup>th</sup>, from 10AM- 1PM.

Chief Yannuzzi will be attending the National Fire Academy in October.

## **Discussion of the Options on Heating and Window Replacement Bids**

Town Administrator Capone has reviewed the bids on the heating system and window replacement projects.

The bid from Portland Glass for 18 - Classic Harvey style windows was for \$5,353.20, or 18 – Nor'easter style windows for \$6,010.00. The \$657.00 difference would provide a full warranty on all the windows and was recommended by Mr. Capone as the best option moving forward with the project.

Andy & Sons Plumbing & Heating provided a quote of \$16,781.00 for the furnace replacement project at the Town Office which was the lower of the two bids received. They also offered an upgrade to a more energy efficient circulator in the amount of \$1,172.00. Based on their estimates, the Town could expect a savings of \$240.00 annually in electricity and within 4-5 years, pay back the cost of the upgrade. Mrs. Cote inquired on the warranty on the heating system with and without the circulators within the scope of the project. Mr. Capone noted that there is a limited life time warranty on the furnace. Ms. Schneider asked if they could get some independent verification with regard to the quality of the circulators. Mr. Capone will look into this.

### **Review and Discussion of the Downtown Parking Ordinance**

Mr. Capone has been in the process of reviewing and revising the Parking Ordinance to update it based on the signage in place downtown. In doing so he noted that the parking areas defined in the existing ordinance do not completely align with the current signage. He also mentioned that he had been contacted by two businesses expressing concern with regard to where employees could park downtown if the two hour limit were in place as previously discussed by the Board. Mrs. Cote stated that she would like to see all the parking requirements, including two-hour, winter rules and permits in one document and suggested a work session on the topic. After further discussion by Board members, they agreed to temporarily remove the two-hour parking signs and continue working on the Parking Ordinance. In an effort to work with business owners in the downtown area, Mrs. Cote suggested working on the ordinance with a group of individuals affected by the ordinance.

### **Public Comments**

Bristol resident and business owner in the downtown area, Anne Fitzpatrick commented on the difficulty with back-in parking for customers.

Aletha Lewis, owner of the Tin Shoppe in downtown commented on the area just south of her building noting that it did not have parking spaces marked. Mr. Milbrand commented that the parking situation for the project is still under review and needs some attention from the Board.

Sue Brundrett inquired on parking spots that were striped on North Mains Street that would allow vehicles to park in front of fire hydrants. Mr. Capone stated that this had been corrected. She also commented on the difficulty with crossing at the crosswalk between TD Bank and the mortgage companies.

Margaret Hoyle inquired on the distance between a parking spot and a fire hydrant. Chief Yannuzzi replied 15 feet was needed. The hydrant downtown at the corner of Spring Street and Pleasant Street will be checked.

Mrs. Fitzpatrick commented on the downtown traffic pattern, specifically with concerns to pedestrian safety, bank traffic and vehicle movement.

Garlyn Manganiello thanked the Board for the Town's support during the Run Your Buns Off charity event last weekend. The Police detail was very helpful in the event with all the traffic. The event raised \$11,000.

Margaret Hoyle from Prospect Street discussed a list of concerns she had for the Board such as the lack of a flag pole downtown. The Board responded that the sleeves for the flagpoles had been installed and that the flag poles will be purchased once the funds are available. She also commented on the location of the monuments downtown. Board members responded by stating that the monuments were relocated to a better area downtown with more visibility. Ms. Hoyle also inquired on snow removal around the monuments to prevent damage. An inquiry on the location of the cannon balls prompted a discussion by the Board. Ms. Hoyle asked about designated bike lanes. Mr. Capone stated that there is a bike lane to the left of the common. The traffic pattern entering downtown was reviewed as there is now a designated turning lane for traffic entering South Main Street.

Mrs. Fitzpatrick inquired on signs posted downtown "Share the Lane". These were installed to encourage drivers to share the road with other bike and foot traffic safely.

Ms. Hoyle also inquired whether a study had been completed to turn North Main Street into a one-way road, as well as traffic patterns around Cedar, School and Mayhew Streets. Mr. Capone responded by explaining the study had been completed in 2012. She asked how tourists would know how and where to return back to Route 104 or 93 once turning in the TD Bank or North Main Street areas. She also inquired on whether anyone had considered the exhaust affecting people with the back-in parking. Ms. Hoyle added that back-in parking was confusing for drivers and causes road rage. She also inquired on the care for the plants, trees and grass planted downtown. Ms. Hoyle commented on parallel parking and its effect on businesses. She also commented on the excessive lighting downtown. Mr. Milbrand added that the street lights downtown are LED lights with high efficiency. Businesses downtown asked for more lighting in the area. She also inquired on the maintenance of the median section on South Main Street. Ms. Hoyle suggested educating individuals coming into town about the parking. She felt that back-in parking will deter people from coming into town. It was suggested to have trash receptacles added downtown. The Board thanked Ms. Hoyle for her concerns. Mr. Lagueux added that when reconsidering the back-in parking, he would ask for Ms. Hoyle's support if changes were made and parking spots are lost.

Mrs. Fitzpatrick commented that she felt her civil rights had been violated due to the parking issues downtown.

Ms. Hoyle commented that downtown merchants should be thanked for their patience during construction.

Mrs. Fitzpatrick asked for a price on the flagpoles in order to begin a collection. Mr. Capone stated \$1,450.00 is the cost for the two flagpoles to be delivered and installed. He also stated that he had received an inquiry from someone who was considering an anonymous donation for the entire cost of purchasing and installing the flagpoles.

Mrs. Fitzpatrick inquired on whether the Town would have a Christmas Tree planted downtown. Mr. Capone stated there would be a small hole dug in the common to place a holder for the tree. There would be a cover that could be put over the holder when it was not in use.

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

Mr. Capone followed up on a discussion previously held by the Board with regard to Northern Pass. PSNH has scheduled Public open house meetings throughout the state. This schedule has been posted on the Town website. The meeting for this area will be held on Wednesday, September 18<sup>th</sup> at the Ashland Legion between 5:30 and 7:30PM.

Mr. Capone spoke with Barbara Lucas, the New Hampton Town Administrator recently to get some information as to how New Hampton approached the issue of soliciting public comment to develop a position with regard to Northern Pass. He explained the process that New Hampton used to notify residents with regard to the project and solicit public comment prior to preparing letters of opposition that we sent to the SEC and State and Local officials.

A letter from Senator Forrester was read to the Board regarding a forum being offered on Northern Pass, Monday September 16<sup>th</sup> at 6:30 at the New Hampton Community School.

Ms. Schneider suggested that Board members attend both informational sessions next week and discuss how best to proceed at their meeting on September 19<sup>th</sup>.

The Town Administrator noted that the funding request to the Public Utilities Commission (PUC) for the design of a one megawatt solar array had been denied. Mr. Capone noted that discussions continue with other companies and with PSNH with regard to potential energy projects.

A request earlier in the summer for additional signage near Wicom Road for traffic turning and entering was not approved by DOT. DOT noted that the sign currently in place in that location meets the required criteria for warning motorists.

A request for a crosswalk at the new laundromat location on Lake Street will be reviewed further with DOT and the Town Administrator.

The Town Administrator informed the Board that he is working on the process for the sale of Renewable Energy Credits (REC's) earned from the Solar Array at the Library. He is contacting both Monitors and Aggregators to get an idea of the costs associated with the process. It was noted that the Library Trustees had indicate their desire to use the funds obtained from the sale of REC's to help maintain the array.

There was a question as to whether the warrant article allowing the Library to retain funds from the sale of revenue generating equipment would apply in this situation. The Town Administrator noted that he had spoken with the Attorney's at the Local Government Center and they felt that the article could apply. This topic will require further review and discussion.

### **Select Board Items**

Ms. Schneider inquired on whether the sidewalks had been sealed yet. Mr. Capone will look into this. She also inquired on the removal of a line in the budget for Repair and Repaint Town signage since she had been working on this project. Mr. Capone stated that budget lines that have seen no recent activity are generally hidden in the printed reports to reduce the size of the report. The line will be added back into the budget report so that funding can be placed in the budget for 2014.

Mr. Lagueux inquired on paving by the State on Summer Street. Mr. Capone has been notified by the New Hampshire Department of Transportation that paving for that section of roadway is scheduled for Friday September 6<sup>th</sup>.

Mr. Capone reported to the Board that he had received calls from two downtown businesses with regard to concerns over back-in parking. He had also spoken with two residents who had stopped into the office and received an email from another expressing their concern as well.

With no other public business to come before the Board, at 9:08PM Ms. Cote made a motion to enter into non-public session under RSA 91-A: 3 II-(b) and (e). The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion by a roll call vote.

At 10:10PM Ms. Cote 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.

The Board reviewed and approved two purchase requisitions; the first was requisition number 5263 in the amount of \$ 55.31/ton to International Salt for the purchase of Salt for the Highway Department. Ms. Cote made a motion to approve the purchase. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

The second requisition was number 4100 in the amount of \$3,088 to Nortrax for repair of the Front Loader. Ms. Schneider made a motion to approve the purchase. The motion was seconded by Ms. Cote. The Board voted 4-0 in favor of the motion.

With no further business to come before the Board, at 10:18PM Ms. Schneider made a motion to adjourn. The motion was seconded by Ms. Cote. The Board voted 4-0 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