

MINUTES
BRISTOL SELECT BOARD
September 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 6:00PM.

Minutes of September 5, 2013

Mr. Lagueux motioned to accept the amended minutes of September 5th, both public and non-public, seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

The Board reviewed the manifest for approval. Upon discussion of the manifest, Ms. Schneider had concerns over the bill presented for the purchase of a water bubbler with regard to the purchasing procedures. Ms. Schneider stated there was only one quote attached and three quotes are required. Mr. Capone believed they were attached however if they were not, he would take responsibility for that although he did research other prices on the internet.

Ms. Schneider also inquired on the budget item 07-4332-901 which is Water- Capital Outlay which has \$1.00 in the line. Mr. Denning explained that in some cases where there is no funding in a Capitol line item, the Water/Wastewater Superintendent Jeff Chartier will transfer funds from additional lines at the end of the year to cover expenses. The purchase price for the fountain is \$2,999.38 plus \$472.00 fee for the water supply. Mrs. Cote asked whether this was an anticipated expense for the project. Mr. Capone replied that this was something Mr. Chartier wanted to purchase for the project. Ms. Schneider asked that they discuss processes such as this in the future so everyone is aware. Mrs. Cote asked Mr. Capone to discuss the budget line with Mr. Chartier. Mrs. Cote asked Mr. Capone about two items noticed on payroll manifest, one had a note indicated late timesheet for one employee and the other indicated missed overtime for another. Upon vote by the Board, the manifest was approved in a vote of 4-1 with Ms. Schneider opposing.

New Business:

Winter Parking Regulations

Town Administrator Capone provided the Board with copies of the Winter Parking Rules and a memo to be sent to businesses and property owners and their tenants in Central Square. Mrs. Cote inquired on the parking ordinance. Mr. Capone is still working on this. Mrs. Cote also asked how many parking spaces are available in the winter lot for parking. After reviewing with Highway and Police Departments, Mr. Capone stated that they felt the 14 parking spots would be sufficient.

Downtown Project Update

Mr. Capone mentioned that the Contractor was working on the outstanding items on the punch list. Mr. Denning provided copies of the list for the Board. Mr. Capone confirmed that an anonymous donor has sent money to the flag pole company to purchase the poles for downtown.

Mr. Capone shared concerns from the North Country Mortgage business downtown about a tree in front of their building. North Country Mortgage owner, Shawn Economides spoke to the Board and stated his request to have the tree in front of his office removed as well as discussing issues with the back-in parking. Pictures of the tree and its' effect on the business were provided to the Board. Additional pictures of the back-in parking with larger vehicles were provided for review. A video of a parking incident was reviewed by the Board. Mr. Economides spoke about the safety issues and complaints he has received from customers. Mr. Lagueux spoke about maintenance of the tree and its growth potential over the next several years. He suggested other plants to put in place of the tree and the impact on the window for the businesses on the corner. Mr. Economides also provided the Board with pictures of a step which has been cemented in and is now protruding from the building. Mr. Milbrand thanked him for the information and Mr. Denning stated they would need to speak with the State and the Highway Department to coordinate the removal of the tree. The tree's alternative locations were discussed. Mrs. Cote inquired on the warranty of the trees. Mr. Denning suggested that a construction meeting could be scheduled. Mrs. Cote added that she feels the Board should look into the concerns brought forward regarding the downtown project soon. Ms. Schneider suggested setting a date and time for this meeting. Mr. Capone will contact those involved and coordinate a meeting.

The Board discussed dates and times for the project meeting, with Ms. Schneider adding that it should be held later in the day so those who work are able to come to the meeting. Mr. Denning stated it was important for the State to be there and they are not available after hours. Mrs. Cote added that when the Town holds public hearings those are held in the evening so this could be done similar to the public hearing processes even though it will not be a public hearing. Mr. Milbrand added that this will be a public meeting to address concerns with all the involved businesses, State representatives and the Board. Mr. Capone will arrange a meeting.

Northern Pass Discussion

Senator Forrester had sponsored a public forum on the Northern Pass project earlier in the week at the New Hampton Community School. Members of the Board and Mr. Capone were all in attendance. Ms. Schneider added that she feels the Board should address this issue. She does not support the project because of its impacts on the community similar to the wind turbine project. Mr. Denning agreed with her and would like to move forward submitting a letter in opposition to the project. Mr. Lagueux and Mrs. Cote also agreed due to the impacts on property values and tax issues as well as power not being for New Hampshire. Mr. Milbrand had concerns with the issues at hand that come along with the project specifically with the impact on property in Bristol.

Mr. Capone also attended an open house sponsored by PSNH in Ashland on Northern Pass and brought back some information for the public regarding PSNH's position. He prepared a draft letter for the Board to review that addresses their visual, economic and environmental concerns. Mr. Lagueux motioned to accept Mr. Capone's letter to show the Board's opposition against the Northern Pass project, seconded by Ms. Schneider. Some suggestions for changes to the letter were discussed. Ms. Schneider asked if the Board could make a press release with this. Mr. Capone will finalize the letter for the Board to sign and send to the Federal Government as well as our Us Senators and Congresswomen. Changes will be coordinated with Mr. Capone or Mrs. Lacasse next week.

Review and Signing of Deeds for Property Sales

Mr. Capone provided the Board with deeds from sales on Town owned property for signatures.

Preliminary Budget Discussion

Mr. Capone informed the Board that preliminary budget information is being collected from Department Head's for a draft budget prior to the Budget Committee convening on October 7th. Mr. Lagueux inquired on an update from Ms. Schneider regarding the Budget Committee. At the last meeting Budget Committee members discussed their goals, and movement of some items out of the general budget such as a Police cruiser to warrant articles or Capital Funds. Mr. Capone reviewed various designated funds and their guidelines.

Ms. Schneider reviewed the discussion on health insurance and benefits for Town employees. Specifically the Committee discussed looking at employee contributions towards insurance similar to other Towns, and the possible removal of stipends for those who do not take health insurance. They also discussed the Capital Improvement plan, and payment of the Library project now complete. Mr. Capone explained that the debt service for the Library project is already in place.

Mr. Capone explained a warrant article from Town Meeting earlier this year which allows Trustees to keep money generated from revenue producing equipment and specifics on how the funds can be used. Mr. Capone discussed the renewable energy credit process for the Library. Money received from this would be used to offset portions of their operating budget as defined in the RSA. Mrs. Cote inquired on whether the Library has received an electric bill which reflects the array. Mr. Capone stated there had been partial bill received, however it would be another two or three months until we could begin to analyze the impact of the array.

Ms. Schneider asked Board members to consider how they would like to address the topics discussed by the Budget Committee and prepare for budget discussions with Departments. Mr. Lagueux explained the process for reviewing budgets and the Board's role. Once Department Head's present their budgets the Board will review and consider items requested. Mrs. Cote asked for an update on the current budget status which Mr. Capone will review. Mr. Milbrand stated that in the past, the Board has scheduled separate work sessions on just the budget. Mrs. Cote stated she was in favor of this as this will help the Board work towards goals they set to move forward with the budget.

Mrs. Cote inquired on the status of the tax rate setting. Mr. Capone is awaiting completed MS-1 and the MS-5 along with information from the Auditor's. He anticipated the information by next week. Mr. Denning suggested inviting Bristol's Department of Revenue Administration (DRA) Representative to meet with the Board and review the process for tax rate setting so everyone understands the process. Mr. Capone has spoken with DRA earlier in the week about meeting with the Board. DRA representatives no longer visit Town's to set tax rates, they can only be done at the DRA office in Concord. Mr. Capone will try to coordinate a date for DRA to meet with the Board.

Town Administrator's Report

Mr. Capone received an email from the Highway Department Superintendent Mark Bucklin with regard to some planned PSNH work in Bristol. Mr. Capone has spoken with PSNH about the work. It will involve running new lines, setting new poles, trimming and or removing trees. This work will occur along Lake Street, Union Street and North Main Street. Mr. Capone has asked PSNH to meet with him on Thursday, September 26 at 2:00PM to review the details of the project so information can be made available to the public.

Mr. Capone inquired on whether the Board was okay with having Chief Yannuzzi send out the Ambulance contracts for Towns to review. Chief Yannuzzi supplied information to the Town administrator that he had forwarded to Board with regard to transports. Board members did not receive the email.

Ms. Schneider stated that she felt more research needed to be done on service fees because the Town is selling itself short. Mr. Lagueux inquired on whether there was a deadline. Mr. Capone stated that the challenge was to provide the towns the information in a timely fashion as they are trying to develop budgets and need the information. Mr. Denning asked Mr. Capone to have Chief Yannuzzi move ahead with the information he provided. However Ms. Schneider suggested that the Board works diligently on the task next year.

Mr. Capone also followed up on the furnace upgrade discussion. Andy & Sons offered the option of upgrading the circulators which required further review. When you compare the upgrade options and compare the savings, overall there was a difference of \$150.00 in savings/year. Ms. Schneider did not feel the need to spend additional money on the upgrade. Mrs. Cote agreed and inquired on the life span of the circulators for the proposal. It was agreed to not upgrade the circulators and proceed with replacement of the furnace under the terms of the original proposal approved by the Board.

The Board was presented with an updated Delegation for Deposit Authority under State RSA. This form would authorize individuals other than the Treasurer to make deposits on behalf of the Town. This would allow for the timely deposit of funds received at the Town office. The Board signed the form.

At the last meeting, residents from Ernest and Jonelle Drives spoke with the Board regarding the maintenance of their roads. Mr. Lagueux met with Paul Revels, Superintendent Bucklin and JP Morrison to review the overall condition of the Road. One concern was at the corner of Ernest and Jonelle, the area needed to be cleaned of brush due to low visibility. Sufficient drainage was apparent. The intent of residents in the area appears to bring the road to spec before it is accepted thereby eliminating the need for a betterment assessment. A quote provided by JP Morrison is workable between Mr. Morrison and the residents. Mr. Lagueux added that if it were brought to spec, there would be no additional concerns with taking the road over. He also noted that we need to update the zoning ordinance with respect to the final surface treatment required on Town roads. Superintendent Bucklin supported the request and felt the road was workable. Mr. Lagueux stated he felt this would be done quickly as the residents were motivated to bring the road up to spec. Mr. Denning supported this and felt the Town should have been doing this all along. Mr. Capone will work on providing the 30-day noticing for the process.

Mr. Capone provided an update to the Board on the latest Safe Routes to School (SRTS) submission. We are waiting final approval on Round 6. It appears the project will receive more than \$140,000 in funds to rebuild sidewalks on North Main Street, School Street and to build a sidewalk on Mayhew Street in addition to a handicap accessible walkway from North Main Street up to the Elementary School. He anticipates that the funding to actually do the work will not be available until 2015.

Select Board Items

Mr. Denning inquired on the Old Town Hall project. He also inquired on elections and where they will be held. Mr. Capone and the Town Clerk have discussed alternative locations for holding elections, with the basement of the Holy Trinity Church as a possibility. Mr. Milbrand suggested the old section of the Library, however Board members felt the parking would be a problem. It was suggested to contact the Federated Church as they have handicap accessibility at their location.

Mrs. Cote also inquired on the Old Town Hall project. She also mentioned that Clay Dingman from the Historic District Commission submitted a nomination for the Old Town Hall to be included in the "Seven to Save" program which calls attention to historic structures in communities in need of repair.

Mrs. Cote inquired on the Grant-Bartering Policy, as well as the Parking Ordinance as she would like to work on these soon since they had been put off for further discussion but did not end up on the agenda as expected.

Mrs. Cote also wanted to express appreciation to Jeff Goodrum for the improvements he has made to his building including new signage and lighting.

She also inquired on the meter installation. Mr. Capone stated they are in progress now. Mr. Lagueux added that he spoke with Jeff Chartier who said that most people are allowing the meters to be installed, with a few waivers. The opt-out wasn't clear when presented which may have led to some confusion with the public.

Mrs. Cote also inquired on updates with compliance under the Affordable Care Act as she attended a recent training on the subject. Ms. Schneider added that the Human Resources Coordinator had sent out an email updating the Board on the compliance efforts thus far.

Mr. Milbrand asked that the Grant-Bartering Policy be on the next agenda. However he may be out of the country and not be in attendance at the meeting.

Public Comments

Garlyn Manganiello mentioned a public hearing in 2012 in which she recalled that there was a discussion that the inclusion of back in angle parking was tied to some of the grant funding. Mr. Denning responded by explaining that the Town could not arbitrarily make changes and that no grant funding was specifically tied to parking.

Ernie Richards inquired on who was responsible for the design. Mr. Denning stated that the Town was responsible with the assistance of their partners at the State level. Mr. Richards clarified his question asking if there is a flaw in the design, who is responsible then? Mr. Denning stated it would be the Town however that is based on the assumption that the plan is faulty. Mr. Denning reaffirmed the design is not faulty. It had been reviewed and approved by the State.

Tom Fitzpatrick commented about the back in parking in town and the traffic flow that impacts the direction of traffic. Mr. Denning stated that it would be addressed at the construction meeting.

Suzy Putnam commented on the new lights in the square and why they do not have flags. She also commented on exiting the Baptist Church parking lot on the corner. It was requested to have a blind driveway sign installed in the area.

Anne Fitzpatrick collected funds towards the flagpole and offered it to the Board. She was asked to bring it in to the Town Office as the Board cannot receive it. It was suggested to use the funds to purchase a flag for one of the light poles. Margaret Hoyle re-presented her returned donation for flagpoles to be used for flags on light poles. Mr. Capone accepted the donations towards small flags on the light poles. The Board thanked everyone who contributed to this.

Margaret Hoyle thanked the Board for the notification on the flagpole. She also commented on the back in parking. Ms. Hoyle also commented on dog waste on the sidewalks which is not being cleaned up. It was suggested to place dog waste bags near waste receptacles. She also

asked of the poles for the two hours signage would be removed. Chief Yannuzzi provided information about parking spaces near hydrants and the requirements. Ms. Hoyle inquired on whether the signage around town advertising breakfasts and such could be moved further from the stop signs. She also inquired on the u-turn signs as she witnessed illegal u-turns in Town recently. Ms. Hoyle commented about the sidewalk near the Tin Shoppe as it is slanted. She also inquired on the maintenance of the plants downtown and the placement of monuments in the downtown area.

Mrs. Fitzpatrick inquired on the speed limit coming into downtown. The State lowered the speed limit to 20 MPH due to construction however it will return to 35 MPH after the project is completed.

With no other public business to come before the Board, at 8:35PM Mr. Denning made a motion to enter into non-public session under RSA 91-A: 3 II-(e). The motion was seconded by Ms. Cote. The Board voted 5-0 in favor of the motion by a roll call vote.

The Town Administrator presented and the Board discussed information with regard to current litigation involving Fairpoint.

At 8:48PM, Mr. Lagueux made a motion to seal the minutes of the non-public session. The motion was seconded by Mr. Denning. The Board voted 5-0 in favor of the motion by a roll call vote.

With no further business to come before the Board, at 8:49PM Mr. Lagueux made a motion to adjourn. The motion was seconded by Mr. Denning. 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