

MINUTES
BRISTOL SELECT BOARD
October 3, 2013

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

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

Minutes of September 19, 2013

Mrs. Cote motioned to accept the amended public minutes of September 19th, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

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

Mr. Lagueux motioned to accept the non-public minutes of September 19th, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

New Business:

Mark Bucklin- Highway Superintendent

Superintendent Bucklin introduced the newest employee of their department, Joe Walenda, who recently returned to employment with the Town Highway Department. Mr. Bucklin presented purchase orders to the Board for winter sand. JP Morrison came in with the lowest quote at \$6.50 per yard. Other quotes on winter sand were discussed as presented at \$9.00 per yard from Edmunds and Tilton Sand and Gravel at \$7.00 per yard. The Highway Department will haul the sand to the shed. Mr. Lagueux made a motion to accept purchase order #4701 for the purchase of winter sand from Morrison, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

Mr. Bucklin presented a purchase order to rent a roadside mower from Owen's Leasing for \$2,100. A single source letter was attached explaining that none of the other companies in the area, such as MB Tractor and Knoxland Equipment lease roadside mowers any longer. One other source was eventually located but they are booked through December. Ms. Schneider inquired on the cost. Mr. Denning reviewed the rental and delivery fees for a total of \$2,100. Mr. Lagueux made a motion to accept Purchase Order # 5266 for discussion of roadside mowing rental. The motion was seconded by Ms. Schneider. Mr. Lagueux inquired on whether there were areas in need of mowing. Mr. Bucklin explained that Hemlock Brook Road was quite overgrown. Mrs. Cote asked if Mr. Bucklin had a plan for which roads needed to be maintained. Mr. Bucklin had a list of roads in need of mowing. The Board voted 4-0 in favor of the motion to award the purchase order to Owens Leasing.

Mr. Bucklin presented another purchase order for R&D Paving for the Library front and back parking lots and a small section of sidewalk in front of the library. The purchase order is for \$8600 and there is just over \$12,000 left in the paving line in the Library Project Budget. Mr. Lagueux made a motion to accept Purchase Order #4079 for the Library paving, seconded by Ms. Schneider. With no further discussion, the Board voted 4-0 in favor of the motion.

Mr. Bucklin presented a fourth purchase order in the amount of \$13,500 for Bryant Paving to pave of approximately 2700' of sidewalk along Lake Street. This amount is slightly higher than the amount allocated for sidewalk paving, but additional paving funds are expected to be leftover and can be used to cover the costs. GMI did not respond to multiple inquiries for pricing. Mr. Lagueux motioned to accept Purchase Order #5267 for Bryant Paving in the amount of \$13,500. Mrs. Cote seconded the motion and inquired on the parameters of the paving area. Mr. Bucklin noted that the paving would begin near Bond Auto and end at Franklin Savings Bank. Mr. Lagueux provided details from the quote which included approximately 2,700 feet of paving with 3-4 inch thickness, with tack coating. With no further discussion on the purchase order, the Board voted to approve the purchase order 4-0.

Mr. Denning suggested paving Spring and Merrimack Streets next year. Mr. Capone stated he was researching funding sources for design work which would be necessary for this the project.

Ms. Schneider inquired on the timing of the sidewalk paving. Mr. Bucklin stated that he would like to get it done soon before cold weather arrives but he still needs to schedule it with the paving company. Ms. Schneider asked Mr. Bucklin if he would consider postponing the project if it gets too late in the season. Mr. Bucklin said if it became too late in the year he would postpone it.

Barter and Exchange Policy

Mrs. Cote spoke about policy development after attending some training. Mrs. Cote looked into some RSA's and inquired about which policies the Board should have, and after the Board discussed and revised the Purchasing Policy which had included Grants and Bartering information, at the Board's suggestion she developed separate policies for the Board to review. She presented the Board with a Draft Barter and Exchange Policy stating that it was developed to allow for this practice to be more in keeping with other purchasing, accounting practices, NH RSA's and our purchase policy. Mr. Denning commented that the Board usually reviews policies with all five members present however Mr. Milbrand is aware of this policy but unable to be at tonight's meeting. Mrs. Cote motioned to accept the Barter and Exchange Policy she presented, seconded by Ms. Schneider. Mr. Lagueux inquired on section three from the draft policy and whether it corresponded with the Purchasing Policy. Mrs. Cote stated it does not tie in directly with financial levels and it gives Department Heads a little more leeway until it reaches the \$3,000 level. Ms. Schneider stated that level two should require three quotes to ensure the best possible price. A discussion on the number of quotes required as well as the intent behind bartering took place. Mr. Bucklin stated that he barter with local people and usually there is just one person he works with on an item. Mrs. Cote stated even though the item is not being purchased with money it is still being procured and points of reference are

needed to compare equality of value. She added that the reason she did not add the additional quotes under \$3,000 was because of the desire allow for Departments who better understand the particular need to work with local vendors and level 2 requires approval from Town Administrator. Her concern for current practice is that the process and exchange needs to be accounted for and it should in the best interest of the Town and be fair and equitable to other vendors in town. Mr. Denning asked Mr. Bucklin what his procedures are currently for bartering. Mr. Bucklin stated that he works with a local private contractor by plowing and maintaining their lots and track their hours worked on this. When the Highway Department needs materials, they receive them and deduct the amounts from the hours worked. Ms. Schneider inquired on how Mr. Bucklin assigns a dollar amount to items or hours worked being negotiated in the bartering. Mr. Bucklin stated that he will approximate the value of items being bartered for in exchange for the work supplied. It was suggested to develop a price list for materials from the contractor so the Town has a better understanding of a specific value. Ms. Schneider added that it's important to have a number assigned to the work because it is the Town's money that is being spent. Mrs. Cote added that it was important to keep track of it but it should not be treated as an emergency situation as per the Purchasing Policy. Mr. Lagueux reminded the Board that the Town Administrator can approve such expenses under the \$3,000 level for day to day operations.

Ms. Schneider inquired on examples of bartering. Mr. Bucklin stated that the sweeper is one item that might be part of a negotiation as well as small projects and materials that may come up. Mrs. Cote inquired as to the levels for the policy and authorizations needed. Mr. Bucklin stated that he would like to be able to complete bartering under the \$3,000 limit and then notify the Town Administrator. Mr. Denning stated that there would be instances when the Town Administrator cannot approve. Mrs. Cote clarified that once a barter agreement has been set with a contractor business can be conducted until the dollar amount assigned for the item has been reached then further approvals can be obtained. Mr. Lagueux further clarified that in the spring Mr. Bucklin would create a credit, develop a price list with the contractor, and present this to the Town Administrator for approval. Ms. Schneider inquired on insurance coverage for bartering with regard to liability. Mr. Capone will look into liability coverage. With no further discussion or amendments to the proposed policy, the Board went to vote on approving the policy however Ms. Schneider hesitated suggesting that language be added to the policy regarding the liability coverage. Mr. Capone will bring the information back to the Board at the next meeting, so all members can be present to sign the policy. Mrs. Cote will forward the most current policy to Mr. Capone so language concerning the liability coverage can be added to the policy. The Board agreed to table the discussion until next meeting. Mrs. Cote inquired if the Board needed a motion to table the discussion and Mr. Denning stated they did not need to. Mr. Denning also stated the Board had a consensus on approving the policy but he would feel more comfortable when all five members were present.

Mr. Denning also asked Mr. Bucklin about painting the mortar in Central Square. Mr. Bucklin suggested that the barrel of the mortar be painted bronze and the balance of the mortar be painted black.

The Board thanked Mr. Bucklin for attending the meeting and introducing his new employee. Mr. Capone added that the new Foreman for the Highway Department, Bruce Johnson, was unavailable this evening but will attend the next meeting.

Budget Update- Schedule

Mr. Capone updated the Board on budget preparation. Preliminary numbers are still being worked on. Health insurance figures will not be available as insurance rates have not been announced by the State Insurance Department. We are hoping that information will begin to come in next week. A matrix with all the health insurance information will be prepared for presentation to the Board. Mr. Denning inquired on work sessions for budget work. Mr. Capone stated a meeting with DRA will take place next Thursday at 5:15 to provide some information with regard to setting tax rates. On December 16th the Board will present their budget recommendations to the Budget Committee. There are a few weeks in October and November available for budget work sessions. Mr. Capone suggested weekly meetings for a few weeks to cover all materials. The Board discussed times to meet and agreed to meet from 5:30pm to 7:00pm on October 24th, 31st with the possibility of future work sessions in November. Mr. Capone stated he will try to get information out to everyone but if there are specific requests, please let Mr. Capone or Mrs. Lacasse know.

Northern Pass Correspondence

Mr. Capone presented a revised letter on the Northern Pass for the Board to sign. The letter cites environmental impacts, reductions in property values and visual impacts as reasons to reconsider the project. This letter is being sent to the Department of Energy as well as our federal representatives. Mr. Capone will develop another letter to go to the SEC, legislators, local representatives and the Governor. The letter will also be placed on the website.

Town Administrator's Report

Mr. Capone will send out a notice regarding winter parking regulations per the Board's discussion at the last meeting.

A representative from DRA will be in Bristol on October 10th at 5:15 to review the tax rate setting worksheet for the Board. The goal is to understand the tax rate setting procedure.

An update on PSNH was provided, where the company is adding a new circuit to Bristol to stabilize outages and loss of power. Right of way easements and permission from land owners is being obtained currently. Approximately 40-50 poles will need to be added along Lake Street, Union Street and North Main Street. Tree maintenance will take place in October. Additional work will be completed during the balance of the year and most likely into January. Information on the project has been placed in the Town Office and on the Town website.

The Ernest and Jonelle Drive public hearing has been noticed in the paper and notices have been sent to all property owners per RSA. The public hearing is scheduled for November 7th at

6PM. The petitioners agreed to update the road to an acceptable standard prior to the Town taking over the road.

The Events Committee recently published a pamphlet advertising Bristol events occurring through the end of the year.

A ceremony marking the completion of the downtown project will be held in Central Square at noon on Saturday, October 12th. The Town Administrator has been working with the Governor's Office to see if she might be present for the ceremony. Other State, Local have been invited as well as some of our project partners.

Mr. Capone was contacted by Dorcas Gordon on behalf of the Kelley Park Committee for information to submit with an application for a KaBOOM Grant to secure funds in updating and replacing playground equipment at Kelley Park. Mr. Capone asked for the Board to review a letter of support for the project and authorize him to sign any additional paperwork for the project on behalf of the Board. Legal language is being reviewed at this time. Mr. Denning added that the existing playground equipment is well worn and in need of repair or replacement. Ms. Gordon has taken the lead on the project and Mr. Denning would like to see the Board support her efforts. There are no matching funds required for the project. Ms. Schneider inquired on whether any pricing had been obtained for replacing the equipment. Mr. Denning and Mr. Capone responded that the funding is \$9,000 in grant funding as well as a \$6,000 discount on equipment purchased from preferred vendors.

Mrs. Cote questioned the riders added on to the language in the grant paperwork. Mr. Capone stated that the existing language was being reviewed by Primex. Mrs. Cote motioned to authorize Mr. Capone to sign paperwork specific to the grant for the Kelley Park playground equipment with the Let's Play / KaBOOM Grant Group and that the Board provide a letter of support. The motion was seconded by Ms. Schneider and upon vote by the Board the motion passed 4-0.

Mr. Capone discussed a purchase order he received from the Kelley Park Committee which secured three bids for certified playground chips which are now regulated and recommended for playgrounds. The purchase price was \$2,737.50 which Mr. Capone can authorize however he wanted to make the Board aware of the purchase.

Mr. Capone informed the Board that a speed study will be conducted downtown through Lakes Region Planning Commission.

At the last meeting, a tin full of money was donated to the Town towards the purchase of flags for the light poles downtown. Mr. Capone counted the funds in the presence of others and the total collection came to \$228.30. To date 8 flags for the light poles had been purchased through anonymous donations. Mr. Capone noted that he had commitments for another 6 flags from anonymous sources. Four more flags can be purchased with the donated funds.

That would provide flags for all of the light poles that need them. The Board authorized Mr. Capone to use the donated funds to purchase four more flags sets.

As a follow up to the Board's request that a meeting be set to further review downtown parking, Mr. Capone spoke with William Rose, of NHDOT who is our main contact for the project and provided him with some background on the matter. Mr. Rose indicated that while he understands the initial concerns, further study would be required prior to formal action by NHDOT. He suggested working with the Lakes Region Planning Commission to develop a plan to monitor activity. Mr. Rose agreed to speak with the Board and can be in attendance the next meeting on the 17th. Ms. Schneider inquired on how the situation would be monitored. Mr. Capone explained that possibilities could include individuals monitoring the square and/or a camera recording activity. Mr. Capone felt that it was important for the Board to have this discussion with Mr. Rose. Mr. Denning added that the project has been run by DOT all along and felt that Bristol has had limited say in this project and suggested that Alan Hanscom also be invited to the next meeting. Mr. Denning felt it was important for DOT to hear the Board's concerns. Ms. Schneider inquired if it would be helpful to have someone from LRPC at the meeting as well. Mrs. Cote favored anything that would put the Town in a forward motion to resolve the situation. She had concerns with the quantitative information requirements and having a better understanding prior to the Town doing anything. Mr. Capone will check with everyone for the next meeting.

Select Board Items

Mr. Lagueux commented on the road work being done in town. As most of the paving line has been used up, he suggested looking at funding for that line more closely next year.

Ms. Schneider inquired on the signage directing traffic in, out and around the bank and at intersection with 3A-South. Mr. Capone noted that this was on the punch list for the project. Mr. Vignale will also be looking into the signage.

Ms. Schneider also inquired on the stair concern reported at the end of Rollins Block. Mr. Capone noted that Mr. Vignale had compared before and after photos and it appears that the stair had not moved during construction. He was going to check on it further and do a visual inspection.

Public Comments

Mrs. Manganiello commented on a prior discussion on back in parking and it's safety, and suggested that before spending any more time or funds on the matter that the Town obtain a clear definition of what quantitative data is required. She felt it would take a lot of specific data to convince the State.

Mr. Manganiello commented on a Facebook comment regarding a fundraiser for playground equipment and inquired on increased funding in the budget towards playground equipment. Mr. Denning responded by stating that funds which are not encumbered will be transferred into the general fund. Mr. Manganiello also inquired on whether the certified chips would be installed prior to the new equipment at the playground. He also commented on important individuals who will be present at the October 12th dedication ceremony and suggested the Board be prepared for questions on back in parking.

With no other public business to come before the Board, at 7:27PM Mrs. Cote made a motion to adjourn, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion by a roll call vote.

Respectfully Submitted:

Kelly Lacasse

Don Milbrand, Select Board

Joe Denning, Select Board

Betsy Schneider, Select Board

Janet Cote, Select Board

Shaun Lagueux, Select Board