

MINUTES
BRISTOL SELECT BOARD
October 17, 2013

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

Mr. Denning opened the meeting of the Bristol Select Board at 6:03 PM.

Minutes of October 3, 2013

Mr. Denning motioned to accept the amended public minutes of October 3rd, seconded by Mrs. Cote. The Board voted 4-0 in favor of the motion, with one abstention by Mr. Milbrand.

Mr. Denning motioned to accept the manifest for October 3rd, seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion to approve the manifest.

New Business:

Mr. Milbrand introduced William Rose from the New Hampshire Department of Transportation (NH DOT) and Mike Izard of Lakes Region Planning Commission (LRPC) for a discussion on a downtown traffic study requested because of the recent downtown improvements. Mr. Milbrand stated that the traffic patterns and parking within the downtown area that need to be studied. Mr. Denning stated that some of the businesses have concerns with the back-in angle parking. Mr. Rose inquired whether the concerns were due to accidents occurring in the area. Mr. Denning stated that local merchants have been monitoring the parking situation and some elderly individuals have had difficulty with back in angle parking. Mr. Denning added that the Board felt it would take some time to educate the public however issues have also happened with customers coming in to the area and leaving due to the parking along Rollins Block. TD Bank is unhappy with the parking situation even though they have more spots. Concerns with larger trucks backing in and truck beds extending over the sidewalk exists in both areas. Mr. Denning also shared that students have had problems using the sidewalk when large trucks are parked. He suggested returning to parallel parking in front of the bank to avoid these issues. There is also similar concerns in the south end of the downtown area. Mr. Milbrand added that the purpose behind all of these renovations to the area was to bring customers in to Bristol and not watch them leave due to parking. Mrs. Cote added that bringing customers in safely was important. Ms. Schneider commented that this is a tourist community and when customers don't come to Bristol, businesses will not survive which impacts the whole community.

Mr. Rose reviewed concerns with the traffic direction at TD Bank, parking along Main Street and the reverse angle parking along Route 3A. He inquired of the Board whether they approve of the renovations. Mr. Denning stated after six years of planning, he is satisfied with the outcome. Ms. Schneider added that she thought the project was great however the parking and one way out toward the schools was a problem along with the lack of directional signage.

She stated there still needs some improvements however. Mr. Milbrand added that the improvements have helped the traffic and pedestrian flow in downtown.

Mr. Rose noted that to change North Main Street back to a two way street would be an involved discussion. Mrs. Cote asked to have all the facts and issues brought forward with the concerns reiterated that the reasons for the consideration of returning to two-way traffic entering North Main Street is that when you leave the bank, the traffic pattern will take people away from downtown before you can return to town to finish errands. Customers who are not local and go to the bank to use the ATM will be taken out of town onto side streets and away from businesses. Mrs. Cote stated she felt the Town could address the signage issues however she would like to know all the ramifications of change prior to implementing changes. Mr. Rose responded that one of his recommendations would be additional signage if the traffic patterns are a concern. Mr. Denning suggested traffic lights to address traffic concerns. Mr. Rose will take the suggestion under advisement however stated that engineering studies and many other things would need to occur before anything like that happens. He also stated to the Board that there would need to be a lot of work to be completed before returning to two way traffic entering North Main Street.

Mr. Rose further discussed the parking on North Main Street stating that since this is a Town owned road, he couldn't advise or make recommendations on the parking. However he added that since the Town accepted and used federal funds for improvements on a Town street, we would need to demonstrate that any proposed changes would be equivalent to the improvements already made in terms of the parking they provide. For example if parking was changed and reduced from 10 spaces to five, then the Town would need to return the funds equivalent to the lost improvements. Ms. Schneider inquired if there was a dollar amount assigned to each parking space. Mr. Rose responded by explaining that the spaces would need to be added somewhere else or an amount would need to be returned. Mrs. Cote stated that the Town did not have enough room with the length of the parking space and in the road in the first place to implement the parking changes. She stated there was an issue in the first place which should have been addressed in the design stage. The sides of the road and the parking spots should have been part of the engineering study. Mr. Lagueux stated he did not feel it was needed and agreed with Mr. Denning that the design looked great on paper but practical application did not turn out well. Ms. Schneider added that if a large truck with a plow was parked, it would be difficult to get passed that on North Main Street. Mrs. Cote commented that if there is a vehicle parked near the end of Rollins Block it interferes with traffic and that is an issue. Mr. Milbrand inquired whether there was a possibility to install posts or curb stops to prevent vehicles from taking up space along sidewalk. Mr. Rose stated that it could be a solution to the pedestrian issue.

Mr. Rose addressed the concerns with Route 3A. Since Route 3A is within the State right of way, there needs to be a strong case for making changes with the parking as the funding for the project was for improvements which have already been made. In doing this, LRPC would be involved in making a sufficient case for further changes. Mrs. Cote clarified the need for the Town to make a case in order to make changes. She inquired if there was a checklist for quantifying evidence for this case. Mr. Rose stated that there are a variety of ways to make a case.

Ms. Schneider asked whether there was a time frame for when the Town needed to make a case. Mr. Rose stated that the State has a requirement to ensure that work has been completed as planned in order to protect funds invested.

Mr. Denning asked Mr. Izard from LRPC to discuss his background for the members of the Board who might not be familiar with the role of the LRPC. Mr. Izard took a few minutes to explain the role of the LRPC in the process.

Mr. Rose discussed the process of data collection. There are three phases to data collection. The first is to study the traffic movement and speed through the area. This could be done by placing traffic counting tubes in the area. The second phase is to review the reverse angle parking and how the spaces are being used. Mrs. Cote inquired on the best method for collecting data on the back in parking. Mr. Rose stated that surveillance of the area would be required and reviewed for times of use, who is using the parking and ease of use. Mrs. Cote asked whether LRPC could assist in collecting the data. Mr. Izard stated they would be able to assist. Ms. Schneider inquired on how the Town could provide an informational study that would be valid for the NHDOT. Mr. Rose felt this could be accomplished with LRPC however there would be a cost for this which the State is responsible for paying. Mr. Denning asked for a time frame for the project. Mr. Rose stated this would require some discussion between NHDOT and LRPC. Ms. Schneider inquired on a timeline for NHDOT to coordinate this study with LRPC. Mr. Rose stated that due to the time of the year, they would have time to review and come to the Board with a proposal. It would most likely be in the spring. Mr. Lagueur agreed with the proposed timeline in order to obtain the best and most useful information. Mr. Rose asked whether the Board had a deadline for the public or a timeline in mind. Board members stated they do not have any deadlines and the project will take time. Mrs. Cote reviewed details discussed with Mr. Rose and the timeline for the study.

Mr. Izard offered to get a traffic counter out prior to winter if it would help the situation. Mr. Capone will discuss this with Mr. Izard. Mrs. Cote asked, if this was initiated now, would there be a cost to the Town. At this time there is not. However if the Town were to start making changes that involved construction, costs will be involved. Mr. Rose asked if communication on this project should go through Mr. Capone and the Board agreed that it should. Mr. Rose inquired if there were any issues with the paving from comments he has heard at meetings. The Board decided to discuss that at another time. Mr. Capone added that he met with the project engineer earlier and they are addressing some outstanding items on the punch list. The Board thanked Mr. Rose and Mr. Izard for taking the time to attend the meeting this evening.

Grants and Donations Policy

Mrs. Cote presented a proposal for the Board's policy review on Grants and Donations as understood by RSA and training she has attended with NHMA. The Board reviewed copies and discussed Section 2 regarding Authority, which was adopted as Article 4 in 1992 by the Board under RSA 31:95-b. Mrs. Cote wanted to ensure policy was being adhered to. In review of other Town's policies and per a recent donation received by the Town, the policy was created to coordinate with the Town's Purchasing Policy. Board members had no edits to the proposed policy. Mr. Capone added that his research indicated that RSA 31:95-b had also been enacted by the 1994 meeting under article 24. Mr. Capone will double check the date and revise that section of the policy.

Mr. Capone commented on the possible scenario where a department may have an opportunity for a grant that has a short response time and needs to be prepared and submitted during a time when the Board would not be meeting. Mr. Milbrand suggested adding language that if there is a time sensitive grant then the Department Head may apply and notify the Board at the next scheduled meeting. Other Board members agreed, however Mrs. Cote added that if timing was an issue and Board signatures were needed, then it would be necessary for the Chairperson to be notified of the grant application and consent to move forward. The Board would be notified at the next meeting. Section 3 will be rewritten to accommodate Department Head needs and so grant opportunities will not be missed. Mr. Milbrand added the following language to the end of the section: For time sensitive applications, the Chair may approve the grant application pending Board approval at the next meeting. Mr. Denning seconded the motion. Upon vote of the Board, 5-0 voted in favor of the motion. Mr. Capone had additional edits to the font and spacing which will alter the format of the document.

Budget Update- Schedule

Mr. Capone suggested editing the font throughout the document for consistency. With no further revisions from the Board, all five members voted in favor of the Property Disposal policy 5-0.

Mrs. Cote also suggested to the Board, that if the Town has an Investment Policy it should be reviewed and adopted annually by the Board. Mr. Milbrand stated that the Town does have an Investment Policy. Mr. Capone will send it out for the Board to review and add the item to the next agenda.

The Bartering Policy is still on hold pending some information from the Town's insurance company. From conversations Mr. Capone has had with both Primex and LGC, there should be insurance coverage in place when equipment is being loaned out or rented. There were few concerns with bartering with the State however different circumstances applied for private contractors should property damage occur with the Town's equipment. Mrs. Cote stated her concerns with lending equipment out for private use. Ms. Schneider suggested further concerns with employee injury should something occur while lending out equipment leaving the Town with worker's compensation liability. Mr. Capone explained the liability differences

between lending equipment with and without an operator. Mrs. Cote clarified that from her research, she understood that lending equipment purchased with public funds for private use shouldn't happen. Ms. Schneider suggested changing the policy to only applying towards goods instead of equipment. Mrs. Cote added that if they did that it would fall under the Purchasing Policy. Mr. Denning inquired on the advice LGC had given towards the situation and Mrs. Cote reiterated that she was informed this should not occur. Ms. Schneider added that the bartering occurs only with the street sweeper which is pretty infrequent. Mr. Denning suggested that the Board exam this matter more closely. Ms. Schneider suggested looking into the equipment bartering versus the exchange of goods. Mr. Capone will continue to research the matter.

Budget Update

Mr. Capone provided the Board with updated copies of the operating budget showing the remaining amounts for each line to date. The Board has work sessions scheduled for October 24th and 31st at 5:30PM. Mr. Denning suggested having Mr. Capone review the discussion with DRA on setting the tax rate at the meeting on the 24th. A representative from DRA is reviewing the school rate information and working with the Department of Education to set the school rate. Once that is complete, the town will be contacted to set the rate. Mr. Capone stated the fall tax bill cannot be due before December 1st. Typically the rate is set in late October and sent out in November to keep the funds flowing without the use of a tax anticipation note. Mr. Capone is working with the Finance Officer on revenue and expense projections.

Town Administrator's Report

A purchase order for 2,500 gallons of water treatment products (caustic soda) was reviewed. Only two quotes were attached due to limited local vendors that carry the item. Purchase Order # 005270 presented in the amount of \$3,133 was approved and signed by the Board in a vote of 5-0.

Martha Richards will be at the next meeting on November 7th. The Board was asked to have any questions for Mrs. Richards to the Town Administrator before that meeting.

The Public Hearing for the petition for the Town to take over maintenance of Ernest Drive and Jonelle Drive is also scheduled for November 7th. A concern regarding this petition has been brought forward and will be reviewed by Town Counsel.

Residents of Harriet Drive have also petitioned the Town to take over maintenance of that road as well. Materials for the Board to review have been provided. Mr. Lagueux had reviewed Harriet Drive as well when visiting Jonelle Drive and Ernest Drive. The drainage and width are acceptable however no core sampling has been done. There is a difficult turn off of Hall Road onto Harriet Drive.

Mr. Capone suggested the Board discuss the funds appropriated for improvements of Old Town Hall.

A copy of the CIP report and spreadsheet were provided to Board members.

Mr. Capone discussed an event sponsored by Regional Economic Development Inc. (REDI) that will take place next week at the Minot-Sleeper Library. This event has been advertised in the region and notices have been sent out to some of the local businesses and organizations within Bristol. The program will present information that communities can use to assist them with setting up a "Main Street" program in their Town. Mrs. Cote inquired if the Town was hosting the event, and would they also be purchasing lunch and other associated costs for this. CDFA provides funds for costs associated with events such as this. Ms. Schneider inquired on how many people are expected for the event. Mr. Capone explained that the REDI group has sponsored two other events and have had good turnouts.

Select Board Items

Mr. Lagueux complimented the work done on Overlook and Oakcrest Drives recently. Both the paving company and Highway crews did an excellent job.

Ms. Schneider inquired on voting locations as she has had some inquiries. The church suggested for voting is too far out of Town for some individuals who walk to vote. Ms. Schneider asked if the middle school could be used for voting. Board members discussed the parking issues with using the school and suggested having the Police involved in traffic and parking for the event. Mr. Denning stated all that is needed is School Board approval. Mr. Capone will follow up with the SAU.

Ms. Schneider also inquired on the sign for Grace Electronics as the business has been closed. Mr. Capone stated the sign was put in just before the ordinance was put in place so the Town is unable to do anything about it. He had written a letter to the current owner asking that the sign be removed.

Mr. Denning mentioned the Pasquaney Garden Club has put in over 1,000 hours with garden improvements for downtown. The Board thanked the club for their efforts. Mrs. Cote suggested a letter from the Board thanking the Garden Club officially.

Mr. Milbrand thanked everyone publicly for their support towards the ceremony last Saturday. Additional recognition for the Planning Board, TAC Representatives Murray Campbell and Steve Favorite and Dan Paradis, Chief Engineer Mike Vignale were discussed. Mrs. Cote suggested that there were years of volunteer efforts towards the entire project. Mr. Capone discussed the Charrette Project which started the entire effort.

Public Comments

Ms. Hoyle provided the Board with handouts from the zoning ordinance and reviewed with the board some of her concerns with regard to signage in Town. She also mentioned only one permit list has been added to the Town website so far this year.

Mr. Capone noted that he would pass the information along to the Land Use Officer and have him look into the issues presented.

With no other public business to come before the Board, at 8:05PM Mr. Denning made a motion to adjourn, seconded by Mr. Lagueux. 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