

**MINUTES  
BRISTOL SELECT BOARD  
November 21, 2013**

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

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

**Minutes of October 24<sup>th</sup>, October 31<sup>st</sup> and November 7<sup>th</sup>, 2013**

Mr. Denning motioned to approve all the minutes as presented, seconded by Mr. Lagueux. Mrs. Cote stated she would need to abstain from approving the November 7<sup>th</sup> meeting minutes, as well as Mr. Lagueux. The October 17<sup>th</sup> minutes were previously approved at the last Board meeting. Mr. Milbrand asked for Board votes on the individual meeting minutes as follows:  
October 24<sup>th</sup>, 2013 minutes: Board voted 5-0 to approve the minutes.  
October 31<sup>st</sup>, 2013 minutes: Board voted 5-0 to approve the minutes.  
November 7<sup>th</sup>, 2013 minutes: 3-0 with two abstentions by Mrs. Cote and Mr. Lagueux.

**Manifest of November 21<sup>st</sup>, 2013**

Mr. Lagueux motioned to approve the manifest of November 21<sup>st</sup>, seconded by Mr. Lagueux. Mr. Denning inquired on a change in the law requiring manifest approval at a public meeting. Mr. Capone stated that the law has been revised as of July 1<sup>st</sup> and allows for Board members to approve the manifest outside of a meeting by individually signing it. Motion passed 5-0 in favor of approving the manifest.

**New Business:**

**Review of Conditional Layout Agreement for Ernest Drive and Jonelle Drive**

Mr. Denning motioned to accept the conditional layout agreement and return for Ernest and Jonelle Drive. Mr. Capone explained the legal language return. The motion was seconded by Ms. Schneider. Mr. Capone reviewed the updates on the agreement. A more formal agreement was prepared by Superintendent Bucklin. Mrs. Revels stated there were still two signatures missing. They anticipated one signature in the next two days while they are still trying to obtain the other. \_\_\_\_\_ stated they have attempted contacting the other individual. Mr. Revels inquired if the Board would be able to waive the requirement for the last signature. The prior executor for that property has passed away. Mr. Denning explained the document would be legal once approved by the Board however the agreement would not go into effect until the last signature was obtained. Mrs. Revels inquired what would happen if they could not obtain a signature. Mrs. Cote stated this is a risk for the residents of Ernest and Jonelle Drives, inquiring if this agreement would need to be filed with the Registry of Deeds. Mr. Capone stated it did not. Mrs. Cote stated this would be a risk to future sales. Mr. Denning stated this would be a very small risk, however suggested they obtain the signature in the meantime. The Board felt it would need to be as clean as possible to finalize the agreement

and written authorization is required. An email would not be sufficient as there is no proof of receipt. The Board discussed the possibility of a waiver and its impact on the agreement. Mr. Capone reminded the Board they had a legal obligation to obtain all signatures and to keep that in mind when considering a waiver.

Ms. Schneider suggested the Board gives the residents two weeks to obtain the signatures, as she felt someone is paying the taxes so the information should be available. Mrs. Revels inquired what would happen if signatures were not obtained. Mr. Milbrand stated it was necessary to obtain all signatures as advised however the agreement would go into effect as soon as they were obtained. Mr. Revels inquired why at the previous meeting the Board would accept 99% of the signatures however now all were required due to the risk. Mr. Milbrand stated the Town would not take that risk. Mr. Revels stated that he has done all the work they were required to do and Mr. Morrison would be completing the grading before Thanksgiving. Mrs. Revels inquired what the group should do if they are unable to obtain the last signature asking whether the Board could hold a special meeting. Mrs. Cote explained her concerns with the waiver and the risk that holds for the Town as well as the residents of Jonelle and Ernest Drives. However she further stated legal situations such as these can become costly. Mr. Revels left the meeting. Mrs. Cote stated this is in the best interest of the whole Town. Mr. Denning inquired if there was a way to contact the person with the missing signature by phone. Mrs. Malloy stated they had mailed a letter to the individual however nothing has been received back yet. Mr. Milbrand explained that if the one person who did not sign became a law suit against the Town in the future, the whole maintenance agreement would end. Mr. Denning stated he felt there was no risk involved. The Board further discussed the risk involved. Mr. Denning stated the Board had the authority to waive the requirement. Mrs. Cote inquired if the Board waived the requirement, would that change the document. Ms. Schneider inquired whether they would be able to obtain a signature from someone to complete the agreement. Mrs. Malloy stated not enough time has passed by to determine if they were able to obtain the signature. Mrs. Cote stated even if they were able to obtain a signature by fax until the original was received that could hold them over. Ms. Terrio inquired whether the Town could make an emergency lane in the event that a snow storm may occur. Mr. Milbrand stated it would not be an option unless access was needed in an emergency. The Board discussed making a motion to approve the agreement with conditions. Mr. Milbrand stated if this was accomplished before the next meeting to contact the Town and notify of the situation and either the agreement would go into effect or a waiver would be granted. Mr. Denning made a motion to accept the agreement if the signature was received and all the work was completed on the road seconded by Ms. Schneider.

### **Consideration of Harriet Drive Petition**

A petition for the Town to take over maintenance of Harriet Drive was reviewed by the Board. The Board agreed that the road should be assessed and asked Superintendent Bucklin to work with Mr. Lagueux on the matter. Mr. Lagueux gave his assessment of the road for the Board. He suggested a meeting to assess the road. Ms. Schneider inquired on the core samples and what is involved. Superintendent Bucklin will obtain some information and report back to the Board at the next meeting in two weeks. Mr. Denning suggested a letter to the residents of

Harriet Drive to update them on the matter. Mr. Capone will send a letter and also suggested some recommendations from Mr. Bucklin be given to the Planning Board for site plan review to be consistent with the State's requirements. Mr. Capone will send out copies of the existing regulations for review by the Board. The Board discussed conditional requirements for Harriet Drive prior to the Town taking over the road.

### **Les Dion- Kelley Park Playground Equipment**

Mrs. Dion updated the Board on the playground equipment project. In 2012 a playground audit was performed and found the equipment at Kelley Park had significant issues that needed to be addressed. Recommendations for the playground included replacement of the sand with wood chips, which was budgeted for in the 2014 budget. The playground equipment also required approximately \$15,000 to bring the existing structure up to current standards. Due to the high costs involved, members of the community have become involved to assist in fundraising. Dorcas Gordon applied for a \$15,000 Kaboom Grant for funding to replace the playground equipment. They have met with three playground companies to review ideas and costs. Mrs. Dion reviewed costs associated with the project, estimating that the Town would contribute \$30,000 towards the \$70,000 project. The Kelley Park Committee is seeking the Board's approval for the project and asked to have the \$10,000 encumbered from 2013. They are also seeking the Board's approval to move forward with the company they have selected which is also an approved Kaboom Grant company, Landscape Structures. If the Kaboom Grant is not approved, they will obtain new quotes. Ms. Schneider inquired on the price obtained from just one company and not all. Mrs. Dion stated that they would be holding a Design Day on January 11<sup>th</sup> which would hopefully result in the prices from all three companies to compare for the best price. The total price will include the entire project including benches, landscaping, equipment and borders. Ms. Schneider suggested it may be more cost effective to take a design to those companies and ask them what their price is to see what offers they receive. Mr. Milbrand suggested obtaining budgets from the other companies. Mrs. Dion stated they were not committing to Landscape Structures. Krystal Alpers who is involved with the grant application explained the Town's financial commitment towards the project. Mrs. Dion also stated that it was important to have the Town's commitment as it shows involvement when looking for funding for a project such as this. The existing swing structures will stay as part of the project.

Becca Boudreau suggested obtaining a quote from Miracle Playgrounds as she has worked with the company recently with excellent results and offered to provide the company's contact info to Mrs. Dion. Handicap accessibility is also an issue that needs to be addressed with the playground. The playground budget was presented to the Board. Mrs. Cote commented on the equipment and separate play areas for preschool and elementary children. Mrs. Dion stated that limited equipment will be available for preschool age children. Ms. Boudreau also mentioned that one of the requirements of the Kaboom Grant is that the Town installs the equipment.

Mrs. Maganello inquired if there was a partnership with the SAU towards contributing funding on the equipment since the students use the playground daily. Since the School pays the Town

for use of Kelley Park, they have not been asked for additional funding. The School is part of the Kelley Park Committee. Mrs. Dion stated the local schools, daycares and other child care facilities are also involved with the Committee.

Mr. Milbrand inquired if other members of the Board were in favor of supporting the project. He told Mrs. Dion that if this item was not included in the budget for next year, there was also the possibility of including it as a warrant article at Town Meeting.

### **Budget Update**

Mr. Capone stated the Board is meeting weekly in work sessions to work on the budget. He inquired with the Board which date they intended to meet, either November 25<sup>th</sup> or 26<sup>th</sup>. After some discussion, the Board agreed to meet on the 25<sup>th</sup> at 5:30. Mr. Capone reminded the Board of their December meeting dates.

Lakes Region Planning Commission put out traffic counting devices last week. Further discussion about additional reporting for downtown observation took place.

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

Mr. Capone updated the Board on the completion of the annual audit. The firm which conducts the audit has been given two dates in December to meet and review their findings with the Board.

The Investment Policy is being reviewed by the Town Treasurer and the Trustees of the Trust Fund. The Town's insurance company Primex is still reviewing the Bartering Policy to clarify the Town's liability.

### **Select Board Items**

Mr. Lagueux and Mrs. Cote received a phone call from a concerned resident requesting the need for a Police Officer to be present at the middle school at the end of the day. Mr. Capone will email the Police Department regarding the availability of an officer. Ms. Schneider had received a similar request recently however inquired whether the School District should contribute towards the cost of providing an officer rather than just the Town. Mrs. Cote agreed and also suggested having either a detail officer or a crossing guard at the middle school. Mr. Lagueux clarified that if an officer is there they are already on duty so there is no additional cost. The Board discussed having an officer present at the middle school before and after school hours.

Ms. Schneider attended the business meeting with the Community Events Committee. During that meeting the group discussed having a bulletin board in downtown to notify the public of community events. Ms. Schneider has a relative who is willing to build the bulletin board if someone came up with a design and she may be willing to donate the lumber. Mr. Denning added that there had been one downtown which is now located on the bike path. The Board will discuss the item at a later date as a group.

Ms. Schneider also mentioned some other items discussed at the Community Events meeting including signage for Kelley Park. The Board discussed placement of a sign. It was also suggested to add signage for other attractions in Bristol such as Newfound Lake, shopping and food attractions. Ms. Schneider inquired on how this could be funded and would like to see the project going in to the next budget year. The Board agreed that signage in any form would benefit the community greatly. Mrs. Cote added this information could help bring awareness to not only attractions but events as well.

Ms. Schneider suggested that the Town pursues removing the Grace Electronics signage from the building. Mr. Capone stated that a request has been made however since there is a process it will take some time to accomplish this.

Mrs. Cote reminded everyone of the events planned for November 29<sup>th</sup> for the Tree Lighting Ceremony which begins at 4:00 at the TTCC followed by caroling in Central Square at 5:00PM and Santa's arrival at 6:00PM.

Mr. Capone added that the donations collected for flags downtown purchased six with \$14.00 leftover, are being displayed downtown currently.

Mrs. Cote inquired on lighting on downtown buildings for the holiday's. Mr. Denning explained that it did not happen in time this year so more planning will take place for next year.

**Public Comments**

Garlyn Manganiello commented on the difficulty locating information on Veteran's Day events in the Bristol media. She also inquired on naming an area in downtown Veterans Park. She suggested having a plaque or memorial for Bristol veterans for the spring events. Mr. Denning commented that the VFW coordinates these events for the Town. Ms. Schneider added that better communication of the events should happen. Mrs. Cote stated that the Community Events Committee has worked very hard at coordinating many events especially with the brochures and media sources once the information is available.

Mr. Capone, as the Bristol TAC Representative attended an event last weekend which recognized Bristol for the completion of downtown renovations.

With no other public business to come before the Board, at 7:48PM Mr. Denning made a motion to adjourn, seconded by Mrs. Cote. The Board voted 5-0 in favor of the motion.

Respectfully Submitted:

Kelly Lacasse

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Don Milbrand, Select Board

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