

**MINUTES**  
**BRISTOL SELECT BOARD**  
**February 20, 2014**

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

Mr. Milbrand opened the meeting of the Bristol Select Board at 6:04 PM.

**Minutes of January 23<sup>rd</sup>, 2014**

Mrs. Cote motioned to approve the minutes of January 30<sup>th</sup>, and the non-public minutes of February 6<sup>th</sup>, seconded by Mr. Lagueux. Ms. Schneider proposed an amendment to the minutes of February 6<sup>th</sup> under Public Comment. She proposed to change the language to “Due to the breakdown in communication, two Select Board members did not find out about the SRO *until* the School Board meeting which concerned her”. Mr. Capone requested to add the language to the hard copy of the minutes to avoid confusion of multiple versions. The Board approved the amended minutes in a vote 4-0.

**Manifest of February 20, 2014**

Mrs. Cote motioned to accept the manifest of January 30<sup>th</sup>, seconded by Mr. Lagueux. Ms. Schneider commented on a bill for Franklin Dispatch for \$51,000. She asked if this was an annual contract. Chief Lewis explained the dollar amount was an agreement with the City of Franklin’s Finance Department however there is no MOU. Ms. Schneider inquired on the different amounts based on what was budgeted and requested the documents. Chief Lewis suggested a difference in fiscal years may explain the different amounts. The Board voted 4-0 in favor of approving the manifest.

**New Business:**

**Kelley Monahan- Register of Deeds**

Ms. Monahan introduced herself to Board members. She provided Board members with handouts on a RSA’s which allows her to change fees. Ms. Monahan also updated Board members on their new website. A history on the changes made to the website was given. She discussed an increase in fees which is now \$120 annually for access to the register. Property Fraud alert information was handed out.

**Review and Approval of Warrant for Town Meeting**

Mr. Capone provided the Board with a revised and updated warrant for review prior to the meeting. Additional information on the election of Executive Councilor was submitted by the Town Clerk late last week which altered the first page. Additional changes came from the Budget Committee including a recommendation on Article’s 10 and 15. Ms. Schneider asked about language suggested by Les Dion and Dorcas Gordon which allowed funds for the Kelley Park project to come from fundraising instead coming from the Kelley Park Equipment Line. Mr. Capone explained the challenges with this include that this article has been discussed and approved and that it had been discussed that the money raised through donations would go into the Kelley Park Fund. Mr. Lagueux and Mr. Milbrand suggested discussing these changes at Town Meeting. The Warrant and MS-7 need to be posted publicly by Monday, February 24<sup>th</sup>.

Mr. Lagueux made a motion to recommend Article 21 as written as the operating budget approved by the Budget Committee, seconded by Mrs. Cote. Mr. Milbrand read the article language to specify the dollar amount at \$5,466,274. The Board voted to recommend the budget as proposed without Mr. Denning present, in a vote of 3-1, with Ms. Schneider opposed.

Mr. Capone discussed Article 25, suggesting that any change in the language be made at Town Meeting while polls are open per advice of Town counsel. The Board discussed how to approach the article at Town Meeting. He asked the Board to sign the warrant for posting. Mrs. Cote inquired if the Board would be prepared to discuss the tax impact of the warrant articles at Town Meeting. Mr. Capone stated he would try to have some info for the Board in advance of their next meeting. Mr. Milbrand suggested the Board discuss who will move certain articles at Town Meeting for discussion, at the next meeting.

Mr. Capone inquired of the Board if they would like to have Town counsel attend Town Meeting. Counsel agreed to be available if requested. Upon discussion by the Board, they decided to have Mr. Capone have counsel review the warrant to see if he thinks it would be necessary.

#### **Friends of the Library Land- Review MOU**

Information had been emailed to the Board previously for review. Mr. Capone inquired if the Board had any thoughts or concerns about the request. Mrs. Cote inquired what the Library expects to gain from this transaction. Mr. Lagueux stated they would not longer pay taxes on the property and expected to receive proceeds from the sale of it. The Board discussed the possibilities for the property including sale, donation and abatement. Mrs. Cote inquired if the Friends were of non-profit status, then could the Town waive taxes in this case? Mr. Capone will research the matter further to clarify the different options including whether the Town can ask them to repay the costs associated with the abatement after the sale.

#### **Lease Agreement for Parking at 16 Central Street**

Mr. Capone provided the Board with a proposed lease agreement for the Board to consider. He asked that the Board consider what they want to charge for a fee. He also asked that they consider other possible options for parking to include the lot at the intersection of Central Street and Spring Street. Board members shared their concerns with the proposal including potential issues that may arise out of the agreement. Mr. Lagueux suggested improvements to existing space on Central Street which could expand parking in the area. Mrs. Cote inquired whether the Board should better explain what the term "premises" means. Mr. Capone will continue to work on the lease document.

#### **Assessing Items**

Mr. Capone stated there were two abatement requests for signature by the Board. One abatement was recommended by the Assessor.

#### **Garlyn Manganiello / Triathlon Update**

After the loss of the Mooseman Triathlon in the Newfound area, Mrs. Manganiello has worked on finding another group to bring the event back to the area. Pursuit Sports in Southern N.H. has shown interest in sponsoring the event. Preliminary talks are to be held on the topic and she has spoken with both Police and Fire Chiefs. The Bristol Community Events Committee are also involved in the planning stages as well. Mr. Lagueux thanked her for her work on the matter.

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

Mr. Capone recognized the Bristol Fire Department for their help with a home fire and read a letter from the residents commending the excellent work done by the Fire Department.

Mr. Capone noted that the Planning Board Community Survey results have been posted on the Town's website.

He also noted that information with regard to programs available from USDA Rural Development for home purchase, home repairs and renovations is also available on the website. Information is also available at the Town Office.

Mr. Capone mentioned that Plan NH was looking for nominations for projects for their Merit Award Program. He asked if the Board wished to consider submitting the Downtown Project. There is an application fee of \$200 which Plan NH uses to help fund their operations. The Board discussed whether they wished to spend the funds to submit the project. If there was some public recognition for the Downtown Project to be derived from the award, it might be worth the submission fee. Mr. Capone will research the matter further.

At the last meeting, Mr. Capone announced the interest in three Police Department grants. Information on those grants was provided to the Board for review. Ms. Schneider commented on the motorcycle grant which is not a 50/50 match. Instead it is a \$1500 grant for a six month lease. The monthly cost is \$250. She does not support the motorcycle grant. Review of the contract states that the designated authority should be changed to the Board as well as the dates. The first line in the description states that the population is 3,800 which is not correct. Mrs. Cote inquired if Ms. Schneider was agreeable to the other grants for the Police Department, to which she stated she was. Mrs. Cote was in favor of the grants because they were approved by a previous Board for 2014 funds. Mr. Lagueux made a motion to accept two preliminary grant applications for the Police Department for enforcement patrol and DWI patrols, seconded by Mrs. Cote. The Board voted 4-0 in favor of the motion.

Mr. Lagueux made a motion to approve the preliminary application for the motorcycle for discussion purposes, seconded by Mrs. Cote. Mrs. Cote inquired on the timeline for the lease whether it is six months or one year. Ms. Schneider stated it has to be for a minimum for one year. The current lease expires in May. The Board voted 2-2 on the motorcycle lease. The tie vote means that they will not approve submitting the application.

Ms. Schneider discussed a letter requesting the Highway Safety Committee to complete a form indicating what grants the Town might be pursuing in 2015. Mr. Capone will meet with the Highway Safety Committee to develop a list.

### **Select Board Items**

Mrs. Cote spoke about the downtown common and some ideas discussed at a Community Events Committee meeting including a sign similar to one in Woodstock, NH and a kiosk now located on bike path. Another item discussed was whether individuals could rent the Town common for events much like Kelley Park. Suggestions that might piggy back on events such as Old Home Day were provided for consideration.

Mrs. Cote also commented on the high snow banks in Town asking whether the high piles are from the Town or State as they interfere with traffic exiting side streets. Mr. Capone will contact Mr. Bucklin for information on this. Mrs. Cote also mentioned the wiring problems on the Town truck which caught fire recently.

Mr. Lagueux commented on the one ton trucks not being in service. Mr. Capone will inquire further with Mr. Bucklin. Mrs. Cote inquired since trucks were not operable, and part-timers were not being used would the overtime line be hit hard? Mr. Capone did not think that there were two trucks presently out of service. He was aware of only one, but will check with Mr. Bucklin.

Ms. Schneider commented on a contract with Tru-Green for maintenance of Kelley Park. She had a concern that this contract was not on a preliminary list of contracts.

She also mentioned the ambulance contracts which expire at the end of March. Mr. Capone explained that that expiration date is for the current contract. The new contracts will go into effect April 1<sup>st</sup>. Chief Yannuzzi discussed the contracts with the Board long before they were due to renew. The Board and Mr. Capone explained to Ms. Schneider that the contracts are done early in the season so they are appropriated in the renewal year budgets.

Ms. Schneider made a motion to allow Mr. Capone to initiate the contract with TruGreen for lawn care, maintenance and growth control treatments of Kelley Park \$1,950, PO# 005282 seconded by Mr. Milbrand. The Board voted 4-0 in favor of the motion.

### **Public Comments**

Garlyn Manganiello announced the Meet the Candidates forum to be held on March 8<sup>th</sup> at 11AM until 1PM at the Minot Sleeper Library. School Board candidates as well as Town Official candidates will be speaking.

Paul Simard announced that Joe Kenney candidate for Executive Councilor will be at the Newfound Inn on February 26 at 9AM-10AM.

Shaun Lagueux inquired if DRA will be in Alexandria at 6PM on February 27 to discuss assessing rules as they apply to wind turbines.

With no other public business to come before the Board, at 8:09PM, Mr. Lagueux made a motion to enter non-public session under RSA 91-A:3 (e), seconded by Mrs. Cote. The motion passed in a roll call vote by the Board 4-0.

At 8:44PM, Mr. Lagueux made a motion to come out of non-public session. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion.

At 8:45PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 4-0 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