

MINUTES
BRISTOL SELECT BOARD
April 3, 2014

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

Mr. Denning opened the meeting of the Bristol Select Board at 6:00 PM. Board members introduced themselves as returning or new members of the Board.

New Business:

Election of Chair and Vice-Chair

Mr. Lagueux made a motion to elect Mr. Alpers as Chairman of the Board, seconded by Mrs. Cote. Mr. Lagueux commented that Mr. Alpers brings a lot of experience to running a board and felt this would serve them well. With no further comments, 5-0 voted in favor of appointing Mr. Alpers as Chairman of the Select Board. Mr. Denning made a motion to appoint Mr. Lagueux as Vice-Chair of the Select Board with a second from Mr. Alpers. Mrs. Cote motioned to appoint Ms. Schneider as Vice-Chair of the Select Board. Mr. Lagueux seconded the nomination for discussion. Mrs. Cote explained why she supports Ms. Schneider in the position. Upon vote of the Board, two votes for Mr. Lagueux, with one abstention. One vote for Ms. Schneider, with one abstention. Mr. Lagueux is appointed Vice-Chairman of the Select Board with two votes.

Committee Assignments

Mr. Alpers opened up the discussion for committee assignments asking if Board members had specific requests or interests. Mrs. Cote served as the Board rep to HDC and felt it coordinated well with Conservation Commission and would like to continue those roles. Ms. Schneider had interest in serving on the Planning Board, inquiring on the time commitment. Mr. Alpers suggested this to her as she is a business owner in Bristol and brings an important perspective to Planning. Mr. Denning stated the Board should vote on the assignments so members can vote on individual Board's. Mr. Lagueux offered to serve on the Budget Committee. Upon vote of the Board, the motion is amended to include Mr. Denning as an alternate to the Planning Board, Mr. Lagueux will serve on the Budget Committee, Mrs. Cote will serve on the Historic District Commission, Mr. Denning will serve as an alternate for Historic District Commission, Ms. Schneider will serve on the Planning Board and Mr. Alpers will serve as a Budget Committee alternate. Motioned by Mr. Lagueux, and seconded by Mrs. Cote the Board voted 5-0 in favor of the motion.

Assessing Items

Assessing items were emailed previously for review prior to the meeting. As some materials cannot be discussed publicly in order to remain confidential the Board did not discuss specifics. Mr. Lagueux inquired on abatement requests that had been denied by the Assessor. Mr. Alpers asked if there were other questions for the Board to discuss. With no further discussion, the Board signed Assessing items submitted for approval.

Mr. Alpers commented on a matter involving Kelley Park. An individual offered to clear the snow off the park but the Board had concerns. If the field is cleared of snow using a snow blower, then it could create a bowl effect where all the water collects in the center making the area extra wet. Mrs. Cote stated she felt it would be best to let nature take its course and not interfere with snow melt. Using a snow blower could cause other damage into the ground as well. Mr. Lagueux stated he also agreed that damage would occur by snow blowing. Ms. Schneider stated she agreed with Mrs. Cote. Mrs. Cote made a motion to deny the request from TTCC to snow blow Kelley Park, seconded by Mr. Denning. The Board voted 5-0 to deny the request.

Town Office Fire Alarm Contract

The Board reviewed a copy of the fire alarm contract with Mango Security. Mr. Denning made a motion to authorize Mr. Capone to sign the contract with Mango Security for a one year agreement, seconded by Mr. Lagueux. The Board voted 5-0, motion passed.

Wellington State Park- DRED Agreement for Services

Mr. Capone presented the Board with an agreement for Police details and services for traffic control for Wellington State Park for the summer season, not to exceed \$7,800. Mr. Alpers commented on the need for traffic control. Mr. Lagueux made a motion to authorize the acceptance of the agreement with Wellington State Park, seconded by Mr. Denning. Mr. Alpers reiterated the agreement covers both the cruiser and officer costs. Mrs. Cote inquired if all the required insurances were included. Upon vote by the Board, 5-0 voted in favor of the motion.

Town Administrator's Report

A purchase order for phase II meters for the Water Department was reviewed. Upon review by the Board, Ms. Schneider motioned to approve the purchase order # 004462 in the amount of \$59,589.19 seconded by Mrs. Cote. The Board voted 5-0 to authorize the purchase order.

Mr. Capone reviewed a purchase request from the Highway Superintendent for \$28,545 towards the first year's lease of the sidewalk tractor. Ms. Schneider inquired if this money was towards a specific used unit or whether there were options. Mr. Lagueux stated since it was approved at Town Meeting, it is worth seeing if they will work with the Town based on the cash availability. Mr. Alpers commented that he had concerns with purchasing a piece of refurbished equipment for this amount of money. Board members weighed in on details for the purchased including the warranty. Mr. Alpers and Ms. Schneider inquired on how many work hours the equipment had and what condition it is in, requesting the specifications. Mr. Capone will obtain more information for the Board on the item by next week's meeting.

Updated budget figures will be available next week. An updated budget will eventually be posted on the website once a format has been determined for it.

Mr. Capone and Mrs. Shokal have had conversations on the Town's cash flow status trying to stretch the current cash available. They are going out to bid on banks who can provide a TAN.

Mr. Capone informed the Board that he would like to schedule the Departments heads to meet with the Board in April and May. Mr. Alpers suggested holding some of those meetings at various departments to include a tour of the buildings and a discussion of department updates.

Mr. Capone discussed road signage for traffic to be placed this spring.

Five computer replacements included in the budget have been priced out including the State bid. The prices were comparable with that of our current provider, with a \$35 difference. An overall reduction in the purchase cost thanks to the availability of software licenses from the Library. Monitors and battery back-ups will be recycled. Approximately \$1500- \$2000 will come off the purchase price. The current provider is Certified Computer Systems.

Plymouth Regional Chamber of Commerce would like to partner with the Town to offer some business marketing courses for local businesses. They are requesting use of the Town Office meeting space for the mornings of April 29, May 20 and June 10. The Board agreed that these would be good programs and were in support of the joint effort. Mr. Alpers stated the Town Administrator could make decisions like this, not the Board.

Recent 911 Mapping information was sent out to the Board recently.

A letter from Drs. Kelsey and Berry commending Chief Yannuzzi and his team who responded to a medical emergency at their facility recently was read aloud.

A parking lease agreement discussed previously by the Board, was sent to the new business owner for review. His response expressed concerns about the requirements limiting his ability to obtain funding. The Board discussed other options to be considered. Mr. Capone will contact Town Counsel to see what other options he could suggest while keeping the Town's best interests protected.

Select Board Items

Mr. Alpers read a letter from the SAU regarding the request of Hebron and Bridgewater to withdraw from the District. Mr. Alpers is willing to serve as the Board representative for Bristol, with Mr. Denning volunteering as the alternate. The Board discussed variables in the matter and how this relates to the Danbury situation. Mrs. Cote motioned to appoint Mr. Alpers as the Board representative, seconded by Mr. Lagueux. The Board voted 5-0 in favor.

The Chair reviewed a letter from Jane Sharp regarding paving on Red Fox Road, specifically a request to finish the cul-de-sac. The job has not been finished. The Board inquired if they should speak with Superintendent Bucklin about the matter perhaps at the next meeting. Mr. Lagueux

stated he thought there were some concerns on the location of the cul-de-sac specific to this paving project.

Mrs. Cote inquired on a follow up conversation for downtown lighting repairs. The repairs were made. There was some discussion about water getting into the fixtures. Mr. Capone is working with Mike Vignale on possible options for sealing the light fixtures. She also inquired on final numbers on the downtown project. Mr. Capone is expecting a call from NHDOT with the information as well as updating the punch list and scheduling a final walk through.

Mr. Lagueux commented on the status of the sand pile based on the winter activities. No additional money has been spent on sand and there is additional money left for salt for the fall months of this year.

Mr. Capone noted that the highway overtime budget has been used up for the season.

Mr. Alpers discussed letters received Bristol residents concerning the Old Town Hall. He stated that the Town did not have a good plan coming out of Town Meeting and it needs to be addressed. Dollars approved at a prior Town Meeting have not been used for repairs to date. Mr. Alpers suggested reconvening the study committee on this project. He also suggested having the committee attend a Board meeting for discussion and perhaps hold a Special Town Meeting to come to a decision on the fate of the building. Mrs. Cote added that they did try to reconvene the committee but that they did not have any interest in determining any future purpose for the building or oversight of the project. Mr. Denning commented on the survey and the comments at Town Meeting indicate the need to pursue other avenues through grants while preserving the building. Board members shared their concerns with stabilizing the building to prevent future hazards and holding a meeting to determine what the building will be used for in the future. The Board discussed spending funds appropriated at the 2013 Town Meeting to shore up the building. However there are not enough funds to address all the issues. Hilda Bruno and Lucille Keegan wrote letters to the Board on the matter and shared their thoughts with the group on what Bristol residents want. It will be difficult to come up with a concrete plan at a public meeting. Mr. Capone shared some information from Sandra Heaney regarding preservation and work with historical buildings. Mr. Capone suggested they gather all the information they can and develop a strategy to move forward with.

Mr. Alpers also suggested a future discussion of economic development with the possibility of a committee.

Mr. Denning inquired on follow up of the warrant articles approved at Town Meeting. He also suggested an update on projects for the Board.

Ms. Schneider inquired on the SB 333 and whether it had been voted on. Mr. Capone provided some background on the item and how it impacts Bristol. Ms. Schneider also discussed the revised purchasing policy stating that last week there were four manifests that did not follow the policy. She added that she felt the repairs should be done locally to support local businesses such as the bill in need of body repair from the Police Department for \$1,600. Another bill for \$3,200 from the Fire Department was not approved by the Board. Mr. Capone explained that the Fire Department's command vehicle went into the shop for an inspection and was found to be in need of other expensive repairs in order to pass. Mr. Capone made the decision to have the repairs done so as to not delay the return of the vehicle. Ms. Schneider had done an estimate of the repairs using her own rates and stated she could have saved \$500. She suggested that when repairs come up, the Department Head should take the list of repairs to two other repair shops for estimates and reviewed per the policy. Mr. Alpers and Mr. Denning suggested it may be worth looking at the policy again with Department Heads to see what is working and what is not. Ms. Schneider shared that it is not too much to ask to have additional quotes obtained and see where we can save money. Mr. Alpers disagrees with the limits set forth in the Purchasing Policy and justified his comments by stating his confidence in the Department Heads and the Town Administrator to handle these matters. Mrs. Cote added that since there is a policy in effect, it needs to be recognized and abided by. Mr. Denning suggested that since the Police Department comes up over and over again, that this policy should be addressed with all departments and find out what works, what needs to be changed and why it's not being followed. Ms. Schneider inquired of the Board, what they do in the meantime with the policy they have? Mr. Lagueux suggested that in the meantime, they follow the policy they have in place and review with Departments.

Public Comments

Lorraine Bohmiller commented on the Old Town Hall situation based on comments she heard on the ease of access at the Marian Center for voting recently.

Margaret Hoyle commented on the money previously approved at Town Meeting for repairs to Old Town Hall and suggested the Town needs a plan.

Garlyn Manganiello inquired on why there were missing comments from the video of Town Meeting. Ray Courchaine commented that he does not edit any video, they are uploaded just as recorded.

Hilda Bruno inquired on a signage in Town.

Margaret Hoyle also inquired on a damaged flag and whether it would be replaced.

With no other public business to come before the Board, at 8:12 PM, Mr. Denning made a motion to enter non-public session under RSA 91-A: 3 (e), seconded by Ms. Schneider. The motion passed in a roll call vote by the Board 5-0.

At 8:31PM Mr. Lagueux made a motion to come out of non-public session. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Mr. Lagueux made a motion to approve the minutes of the March 6, 2014 meeting with a second from Ms. Schneider. With no further discussion, the Board voted 5-0 in favor of approving the minutes as written.

With no other public business to come before the Board, at 8:34PM, Mr. Denning made a motion to adjourn the meeting. The motion was seconded by Ms. Schneider. The Board voted 5-0 in favor of the motion.

Respectfully Submitted:

Kelly Lacasse

Rick Alpers, Select Board

Joe Denning, Select Board

Betsy Schneider, Select Board

Janet Cote, Select Board

Shaun Lagueux, Select Board