

**MINUTES**  
**BRISTOL SELECT BOARD**  
**May 8, 2014**

**PRESENT:** Select Board Members: Rick Alpers, Janet Cote, Betsy Schneider, and Town Administrator Michael Capone.

Mr. Alpers opened the meeting of the Bristol Select Board at 6:00 PM noting that Mr. Denning and Mr. Lagueux were not in attendance this evening.

Mrs. Cote made a motion to approve the minutes of the April 24, 2014 meeting with a second from Ms. Schneider. With no further discussion, the Board voted 3-0 in favor of approving the minutes.

**New Business:**

**Informational Meeting – SRTS round 5/6**

Mr. Alpers opened up the first of two public meetings to be held on the Safe Routes to School Project (SRTS). Mr. Capone briefed the Board on what they would be discussing this evening with Project Engineer, Mike Vignale. The total federal grant funding for the project is over \$236,000. All of the qualified expenses are reimbursed at 100%. Mr. Vignale described the project route for everyone shown on the map including School, North Main and Mayhew Streets. He described the project details for the sidewalks, curbing and road improvements to ensure pedestrian safety. There is a possibility that they could put the project out to bid by August, but they may depend on the availability of funding. Ms. Schneider inquired how long it will take. Mr. Vignale stated he felt it was a two month job. Mr. Alpers opened up the meeting to the public for questions. School Street resident Barbara Greenwood inquired on the placement of the sidewalk and the traffic off of Cedar Street. Police Chief Michael Lewis commented on some changes to signage in the area to alter and limit traffic flow. Nancy Watson also of School Street inquired on an area of sidewalk by her house that may require a retaining wall due to its height. Ray Parkhurst commented on the height of the sidewalk by his property. Li Gaudet who owns the church on the corner of Mayhew and School Streets, inquired where the sidewalk would go near her business since she only has limited parking for her location. Mr. Vignale will look at the area again. Mr. Thibodeau asked about the right of way near a telephone pole on his driveway. There have also been drainage issues on his property. The parking lot at the bottom of Mayhew Street will have a curb with one or possibly two entrances. Margaret Hoyle asked if the sidewalks would be a concrete or asphalt. Mr. Vignale stated they would be asphalt sidewalks. Ian Schaeffer inquired how the Board would feel if a resident were to alter an area of sidewalk on their property such as cutting out the asphalt and planting grass. Mr. Alpers stated that as the Town's right-of-way, the Board would seek legal counsel prior to pursuing enforcement. The Town would maintain the area as they see fit to ensure safety. Mr. Thibodeau asked about a water main which is approximately two feet from the sidewalk. Ms. Watson inquired on whether a telephone pole on Mayhew Street would be removed. A request to have a stop sign at the North Main end of Mayhew Street was made. Ms. Thibodeau inquired on liability for homeowners for employees maintaining private property. It was noted that there is no liability to

property owners and that permission would be sought from property owners if the contractor needed access to their property for any reason. Mr. Vignale stated there are no sidewalks proposed for private property in this project. Mr. Alpers stated there would be more information available at the next meeting in two weeks at the Fire Station. Mr. Alpers thanked everyone for coming to the meeting.

### **Outdoor Seating request- Purple Pit Lounge**

A request to place two bistro style tables outside the proposed establishment to open this summer was discussed by the Board. Previously Pat's Pizza applied and received permission to place tables outside the establishment. Mr. Alpers inquired if the owners intended to serve alcohol outside at these tables. Mr. Capone stated no, it was his understanding that there would be beer and wine served on Friday and Saturday nights in the lounge area. If they wanted to serve it outside, there would be additional review required. Mr. Alpers stated he was ok with the request but would suggest that it be reviewed annually. Mrs. Cote stated she had concerns with there being enough room for both tables and egress. Ms. Schneider motioned to accept the request from the Purple Pit Coffee Lounge for outdoor seating, pending the Fire Chief's approval of egress and an annual review of the seating, seconded by Mrs. Cote. The Board voted 3-0 in favor of the motion.

### **Police Chief- Michael Lewis – Quarterly Update**

Chief Lewis discussed a recent tragedy which occurred near Profile Falls, known as part of the recent trend 'Polar Plunge'. Notices were sent out to the schools and members of the community to educate people about the dangers.

The Chief provided an update for the Board on the Bristol Police Explorers program. This program works with students under age 21 interested in careers in law enforcement. The DARE program has been running in the Elementary School. A recent drug investigation led to a seizure of approximately two pounds of marijuana and money which will go to the federal DEA program to continue drug enforcement development. Chief Lewis reviewed recent burglaries, arrests and community statistics. The Department updates their Facebook page to keep residents aware of incidents in the community. Mr. Alpers inquired if there could be an officer present in the downtown area on Saturday's during the summer months to assist with traffic. Ms. Schneider requested more foot patrol in the downtown area. Chief Lewis indicated he does have regular foot patrols during the day and evening. They will continue to provide foot patrols downtown. Mrs. Cote inquired on special detail funding. The Department expects the same level of spending based upon the current contracts in place. The overtime line was underfunded for this year and while every effort is made to manage that budget line, it is not always possible due to the random nature of when events occur that will require overtime coverage. Mr. Alpers suggested obtaining a detail for the overtime budget and breakdown of various expenses within that line to see where the costs are adding up. Ms. Schneider asked Chief Lewis to update the Board on a discussion they had on the motorcycle grant. Chief Lewis explained the details behind the grant. Some details on the lease were provided to continue use of the current motorcycle. The Town did receive a grant which

would offset some of the expense for the motorcycle. The Chief noted that it would cost the Town \$1,260 this year. He discussed the benefits to having and using the motorcycle in the community. It has been used quite a bit recently. Ms. Schneider added that she did not feel it was the Board's authority to agree to this as the line had been zeroed out in the budget as voted at Town Meeting. Chief Lewis stated under the RSA and policy, the Board could approve this. She did not feel comfortable doing this based on the budget approved in March. Mrs. Cote inquired on the lease extension which would be effective for one year from the date it is signed. The grant is 100% for six months, and the Town pays the remaining six months. Mrs. Cote stated the \$1,230 would need to be found somewhere else in the budget. David Carr from the Budget Committee stated this particular budget line had not been funded in the operating budget. Ms. Schneider inquired on the lease amount as the figures provided were not accurate. She understood the cost to the Town to be \$230 per month for six months. Mr. Alpers added that he was not prepared to discuss this tonight, however he has an issue with a Board member calling about grants when we have Town Administrator to conduct this business and the perception it creates for the Town. Chief Lewis suggested that his figures get checked and he will bring them back to the Board for review, perhaps this was an oversight by the Budget Committee. Mr. Cote commented that it was not an oversight and had been discussed by the Budget Committee. Their proposed budget contained no funding for the motorcycle. Mr. Alpers stated that if it was not budgeted for then the motorcycle should be returned to the dealer. Mr. Alpers also stated he would rather use the money to address other budget items such as overtime. Fellow Board members agreed with his statement.

Mr. Alpers thanked the Chief for attending the meeting and wanted to be certain that he understood that all of the work done by the Police Department was appreciated by the Board and the community.

### **Parking Lease**

Mr. Capone mentioned that he had reviewed the existing lease with town Counsel and that they were going to discuss any final changes on Monday. He asked the Board if they had any additional comments with regard to the lease document. He noted that there may be a requirement for five spaces depending on the final deliberation of the Planning Board.

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

Mr. Capone asked the Board if they would consider a vote to authorize the Treasurer and himself to sign any disbursement request against the TAN. Ms. Schneider made the motion authorize the Town Administrator and the Treasurer to request disbursements for the TAN, seconded by Mrs. Cote. The Board voted to approve the authorization in a vote of 3-0.

Mr. Capone presented the Board with a request for the adoption of RSA 31:104 and 106 to protect municipal employees for liability and indemnification suits. Chapter 105 was adopted last summer. Mrs. Cote made a motion to adopt RSA 31:104, 105 and 106, seconded by Ms. Schneider. The Board voted 3-0 in favor of the motion.

Mr. Capone reviewed a request for disposal of the old playground equipment that is going to be removed next week. The current policy requires the Board to authorize the disposal of the old equipment. Mrs. Cote inquired if the equipment company would be able to recycle or reuse the equipment being removed. Mr. Capone mentioned that the equipment, mostly metal bars and poles, would be scrapped for salvage value. Mrs. Cote made a motion to authorize the disposal of the playground equipment from Kelley Park, seconded by Ms. Schneider. The Board voted 3-0 in favor of the motion.

Mr. Capone provided an update to the Board with regard to the progress that Sandra Heaney, Betsy and he had made with regard to getting prices for repairs to Old Town Hall. He also noted that both he and Sandra had attended the LCHIP workshop and that a Grant Proposal would be prepared for the project. They are also working on Request for Proposal (RFP) language for the parts of the project that will have to go out for sealed bids. They also hope to have some additional pricing for other parts of the project by the next Board meeting.

Mr. Capone noted that he was still working with Christina, Mark Bucklin and NHDOT to finalize the signage downtown.

Mr. Capone provided the Board with some sample language to be prepared to notice beach goes about removing their unattended furniture. The Board discussed time limits for leaving furniture and how to best proceed.

### **Select Board Items**

Mr. Alpers commented on the further development of items for the consent agenda. Mr. Capone will continue to work with staff on organizing the information for everyone.

### **Public Comments**

Mr. Cote inquired on the final numbers for the downtown project. There are still a few items left on the punch list discussed by Mr. Capone.

Ian Schaeffer inquired on the situation near his property on his road and explained the he feels the narrow road creates a safety hazard. He asked about a copy of the letter sent to the property owner on Jeffers Road. Mr. Capone will send him a copy of the letter. Mr. Schaeffer asked what the Board has done with the matter and explained his frustrations with the situation. Mr. Alpers stated this would not be resolved immediately and asked him to be patient while the Town researches the matter.

Ms. Hoyle inquired on the downtown signage. She also asked about the lamp post in need of repair. She also commented on the delayed posting of the agenda.

With no other public business to come before the Board, at 7:58PM, Mrs. Cote made a motion to enter non-public session under RSA 91-A: 3 (a), (e) seconded by Ms. Schneider. The motion passed in a roll call vote by the Board 3-0.

With no further non-public business to come before the Board, at 8:58PM, Mrs. Cote made a motion to come out of the non-public session. The motion was seconded by Ms. Schneider. The Board voted 3-0 in favor of the motion by a roll call vote.

At 8:58PM, Mrs. Cote made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 3-0 in favor of the motion by a roll call vote.

Respectfully Submitted:

Kelly Lacasse

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Rick Alpers, Chair

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Joe Denning, Vice Chair

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Betsy Schneider, Select Board

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Janet Cote, Select Board

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Shaun Lagueux, Select Board