

MINUTES
BRISTOL SELECT BOARD
May 22, 2014

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

Chairman Alpers called the meeting to order at 6:00PM

Mr. Lagueux made a motion to approve both the public and non-public minutes of the May 8th, 2014 meeting with a second from Mrs. Cote. With no further discussion, the Board voted 5-0 in favor of approving the minutes.

Chairman Alpers read a letter of resignation from Select Board member Joe Denning. Chairman Alpers and the Board took a few minutes to thank Joe for his years of service to the community. He was presented with a citation from Governor Hassan recognizing his contributions to the Town of Bristol. The Board presented him with a clock to commemorate his years of service to the Board. Mr. Denning thanked those in attendance and expressed his regret at having to retire from the Board. Members of the audience spoke briefly to thank Joe for his many contributions to the Town.

New Business:

2nd Informational Meeting – SRTS round 5/6

Mike Vignale, project engineer for the Safe Routes to School Project (SRTS), discussed the round 5/6 project details for the public in the areas of North Main Street, School Street, Cedar Street and Mayhew Street. Sidewalk reconstruction and parking spaces along these streets were reviewed. Mr. Vignale noted that he and the Town Administrator had visited the area to review some of the comments made at the first meeting. They spoke with Dr. Gaudet with regard to her concerns with the location of the sidewalk. Mr. Vignale noted that there were other options with regard to constructing the sidewalk on the south side of the roadway. If the sidewalk were to be constructed on the north side of the road, accommodations would need to be made. Dr. Li Gaudet provided the Board with data on the traffic on School Street stating 231 vehicles passed through there in two, one hour periods. Mr. Denning asked about the right of way issue. Mr. Vignale stated property owners would need to be contacted if the sidewalk were to be built outside of the existing right of way.. Mr. Denning suggested that since this was a community/neighborhood project, perhaps some of the residents would be willing to donate a couple of feet from their property towards this effort. Mr. Alpers asked Mr. Vignale for his recommendation on the issue. He responded that he would suggest the sidewalk on the proposed side with limited impact and improved safety for the foot traffic. Mrs. Cote inquired if the right of way would preclude the Town from taking any property. Mr. Vignale explained with the right of way as it is, the Town can just proceed with the plan as there would be no right of way issues. Mr. Cote inquired on the traffic count on School Street and suggested a stop sign at the top of Mayhew Street. It was noted that two new stop signs had already

been proposed for the area and that the Town Administrator had asked the Highway Superintendent to put them up.

Ms. Heaney suggested changing traffic to allow vehicles to exit out on Cedar Street. Mr. Alpers said the Board could consider an option such as that and will look into this. Mr. Alpers asked the Board how they would like to proceed. Board members shared their thoughts. Residents of Mayhew Street added that school traffic could delay their travels daily and that the one way may not be a great option. Further discussion on the direction of traffic was held by the group. The option of having allowing a right hand turn onto Cedar Street was discussed. Mr. Alpers stated the Board would reconvene when the assessment is complete to render a decision, on June 12th. Mr. Vignale suggested notifying residents of Cedar Street for the next meeting.

Mr. Alpers stated that a business owner in downtown had previously requested the removal of a tree which is blocking the business sign. It was requested to replace it with something smaller that would not grow to the height of the sign. Mr. Vignale will look into the matter and discuss with the landscape architect who will be visiting the site on Friday. Mr. Alpers suggested replanting the tree at the new playground. The Town Administrator noted that he and Mr. Vignale had discussed relocating the tree to the Mica lot which is still within the limits of the project to preclude the possibility that the State might rescind funds for the tree.

The Board asked for final design information for the Playground project. Mrs. Dion from the TTCC explained some of the project details for constructing the new playground.

Mr. Denning left the meeting at approximately 7:30PM

Fire Department – Department Update

Board members were provided with updated materials on the new Fire engine purchase. Chief Yannuzzi and Deputy Chief Dolloff were present to discuss the purchase. Chief Yannuzzi provided a department update prior to discussing the truck. Ambulance Contract billing went out recently and they are waiting on payment from neighboring Towns. Payments are due by July 1st. The department's call volume has increased from last year. 51 inspections have been conducted to date this year in Bristol, which includes welfare, occupancy, restaurant and other inspections. With no questions from the Board, Chief Yannuzzi reviewed the process undertaken by the Fire Engine Committee. Much research has gone into this project and RFP's were sent out to manufacturers for information. The Board was presented with a recap of the committee's research results. Deputy Chief Dolloff recognized members of the committee thanking them for all the time they volunteered towards researching the purchase. Several companies were researched for quality and service. Local manufacturers were researched as part of the process. A variety of options were considered in the study to determine the best overall quality of the equipment. SMEAL Fire Apparatus was chosen out of all the companies the committee looked in to. The Town has a history of working with SMEAL and they have provided excellent quality and service on the equipment

provided to the Town. The quote provided by SMEAL was within budget. Another option had been considered previously however SMEAL came in last minute with the best option. In comparison of the two final options, SMEAL was able to counter with a similar product at a better price.

Ms. Schneider inquired if the current truck is a six man cab. Chief Yannuzzi stated it is and is similar to the current equipment. Deputy Chief Dolloff explained the performance bond with the truck. Financing and leasing options were discussed with the Board. The committee chose to recommend the same leasing option as with the ladder truck. Five different leasing companies were contacted for options. American Investment Group LLC offered the best financing options for the purchase. All options were given to the Board for consideration. Mr. Lagueux inquired why the company would agree to build a truck without any financial commitment from the Town. Mr. Dolloff explained the process of signing a lease agreement with the lease company which will in turn make a payment to the SMEAL Company which will use that to start the project and purchase the chassis. No interest would be incurred during this process. Various cost saving avenues were considered. Local banks were also considered in the process but were unable to offer viable options.

Mr. Alpers complimented the Committee on their efforts. Ms. Schneider needs more time to review and consider the information as well as the specifications on the truck. Ms. Schneider inquired if there was any chance the truck would not be delivered prior to the first payment being due. Mr. Dolloff explained it was highly unlikely but could not be ruled out. Mrs. Cote also complimented the Committee on their work. She inquired on a time table for the truck delivery. Approximately 10-12 months from the execution of the lease agreement. Mr. Alpers suggested scheduling a time at the June 12th meeting for the Board to continue discussion and asked Mr. Dolloff to provide the Board with an agreement for the Board to consider before the next meeting. Mr. Dolloff will email additional information to the Board on other offers.

Old Town Hall RFP Review

Mr. Alpers suggested if the RFP was satisfactory, it should be sent out for advertising. Mr. Capone explained the RFP will be advertised on the website and in a local paper. Advertising costs have been requested from some local papers.

Town Clerk/Tax Collector – Tax Deeding

Town Clerk/Tax Collector Raymah Simpson provided the Board with a list of properties that were being considered for tax deeding. She noted that all of the property owners have consented to payment agreements or had made payments on their property. She asked the Board to consider accepting these agreements. Mr. Lagueux made a motion with a second from Mrs. Cote to accept the payment arrangements as recommended by the Town Clerk/Tax Collector. The Board voted 4-0 in favor of the motion.

Parking Lease

An updated parking lease agreement was presented to the Board with the renewal term of 10 years which would require Town Meeting approval. If approved the lease agreement would be for one year and then could be extended at Town Meeting with a longer term. Ms. Schneider inquired on the maintenance requirements of the area and whether to charge for any of this. Mr. Alpers stated that the public is not charged for parking downtown so it would be difficult to impose this requirement. Ms. Schneider asked what other Town's do in situations such as this. After some discussion, Mr. Lagueux motioned to authorize the one year lease with Mr. Anson Smith, seconded by Mr. Alpers. The Board approved the lease agreement in a vote of 4-0.

Town Administrator's Report

The Lakes Region Planning Commission (LRPC) will begin a review of the overall condition of Town Roads next week. This project will allow the Town to develop updated cost estimates for the repair and upgrade of the Town's roads. This work is provided by the LRPC at no cost to Bristol.

The Town Administrator reviewed a request from Hilda Bruno and Lucille Keegan to hold in Bristol using the downtown area in August. The event would be open to Bristol artists, craftsmen, musicians and businesses to promote Bristol products and services. The Board agreed this would be a great event for the area. Mrs. Cote asked for a layout of the event. Mr. Alpers suggested they meet with the Police and Fire Chiefs to coordinate the event. With regard to permitting, Mr. Capone noted the he and Christina Goodwin were reviewing the various permit forms in an effort to consolidate them into a single form.

The auditors have been in recently conducting last year's audit. Initial findings have been very positive with noted improvements in our financial reporting.

The Town Administrator noted that he was going to post the sale of a small parcel of tax deeded land on Palmer Drive. This property would only be of value to abutters, so he suggested that we simply post for sealed bids to be received by June 26 so that the Board can review and award them at their meeting that evening. The Board agreed that this was the best way to proceed in this instance.

The Town Administrator noted that Christina was still trying to get a response from NHDOT with regard to the location of a directional sign on Route 3A. He also noted that he was going to review the other sign locations with the Highway Superintendent.

Select Board Items

Mr. Lagueux commented on the sidewalk paving on Route 3A and inquired on the paving of the roadway at the top of Red Fox. He also inquired on the sidewalk tractor purchase. Mr. Capone will contact the Highway Superintendent with regard to both items. He also mentioned that he had stopped in at one of the vendors to look at some of the used and refurbished sidewalk tractors. The Board discussed options they would like to consider. The Town Administrator will have the Highway Superintendent in to one of the June meetings for an update.

Mr. Alpers suggested the Board advertise for the vacant Select Board position and accept letters of interest until June 26th. Mr. Capone will proceed with advertising. It was noted that the June Meetings will be on the 12th and 26th.

Mr. Alpers reminded everyone the Playground Build Day will be May 31st.

Mr. Alpers also asked the Board when they would like to have a public discussion on the Old Town Hall. Mrs. Cote inquired whether they should tie it in to Summer Town Meeting. Mr. Alpers stated he prefers to keep that meeting for summer residents and separate the issues.

Public Comments

Margaret Hoyle inquired on signage and lamp posts downtown. Mr. Capone stated Mr. Vignale has contacted the manufacturer about the issues with the lamp posts. There have been no reported issues with these poles at other locations. She also inquired about the Farmer's Market and some issues the group is facing regarding insurance. Other locations are being considered. Mr. Alpers discussed the insurance issue as it may vary by Town.

With no other public business to come before the Board, at 8:25PM, Mr. Lagueux made a motion to enter non-public session under RSA 91-A: 3 (e) and (a), seconded by Mrs. Cote. The motion passed in a roll call vote by the Board 4-0.

At 9:05 PM, Mrs. Cote made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion by a roll call vote.

Respectfully Submitted:

Kelly Lacasse

Rick Alpers, Chair

Joe Denning, Vice Chair

Betsy Schneider, Select Board

Janet Cote, Select Board

Shaun Lagueux, Select Board