

**MINUTES**  
**BRISTOL SELECT BOARD**  
**July 14, 2014**

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

Chairman Alpers called the meeting to order at 6:02PM.

Mrs. Cote made a motion to approve both the public and non-public minutes of June 26, 2014 meeting with a second from Mr. Lagueux. With no further discussion, the Board voted 3-0-1 in favor of approving the minutes with Ms. Schneider abstaining due to her absence from the meeting.

Mr. Alpers advised the Board that the minutes of June 12, 2014, were also attached for signatures. No vote was required, as the minutes were approved at the prior meeting.

**Consent Agenda of July 14, 2014:**

The Consent Agenda includes: the Accounts Payable Manifest dated July 9, 2014, for the General Fund, Water and Sewer Departments, Application for Reimbursement to Towns and Cities in which Federal and State Forest Land is situated, one Intent to Cut, one Certification of Yield Taxes Assessed, and the Annual Septage Agreement for the Plymouth Water and Sewer District. Mr. Lagueux made a motion to approve all of the items on the consent agenda with a second from Mrs. Cote. With no further discussion, the Board voted 4-0 in favor of approving the Consent Agenda.

**New Business:**

*Eric Rottenecker – Candidate for State Representative*

Mr. Rottenecker introduced himself as a candidate for State Representative. He is a Navy Veteran. He noted that areas of particular concern to him include: industrial wind farms, Northern Pass, and the State retirement system. He feels that this area does not need to have any more industrial wind farms, but is in favor of the Northern Pass if the lines are buried underground. He feels that the State needs to be careful in the consideration of any bills that impact upon the people's rights and require a lot of time and funds to support. If a constituent submits an important bill, then he will fight to get it passed. The primary election is September 9, 2014. Mr. Alpers wished Mr. Rottenecker luck and if he is successful to please keep Bristol informed.

### *Review Sidewalk Tractor Bids*

Town Administrator Capone reported that the project went out for a sealed bid and the Town received bids from three (3) companies: MB Tractor, Chadwick Ba-Ross, and HP Fairfield. The bids were opened by the Town Administrator and Finance Director Melanie Shokal. The information in the Board's packets gives a breakdown of the proposals received. There was some discussion with regard to not trading in the Kubota tractor as it would be the only back up the Town has, should the new tractor need to be serviced. Ms. Schneider recommended that all three (3) companies be contacted to inquire about the trade-in value should the Board determine that is the best route. The other Board members agreed. In addition, the Board would like the Highway Superintendent Mark Bucklin to review and provide feedback upon his return and further agreed to be ready to make a final decision at the next meeting on July 28, 2014.

### *Personnel Policy*

Human Resource Coordinator Kelly Lacasse prepared an update to the Town's Personnel Policy for the Board's approval. No substantial changes were made, but mainly required housekeeping items and legal language, which included: Workers Compensation, tobacco use, end of employment conditions, compensation time, time worked, annual salary review, employment status and clarification of what it means to be exempt under Fair Labor Standards Act. Ms. Lacasse has reviewed the policy inside and out. Chairman Alpers thanked Ms. Lacasse for her hard work. Town Administrator Capone advised that the policy was also reviewed with Department Heads at the last Department Head meeting and no concerns were raised. Mr. Lagueux motioned to approve the changes as proposed by Human Resource Coordinator, with a second by Mrs. Cote. With no further discussion, the Board voted 4-0 in favor.

### *Fuel Bid*

Last year the Town completed the bid process joining with the School. Mr. Capone inquired if the Board would like to continue with that same process. The Board requested to move forward with proposals from the Town and should the School determine they would like to quote together then we can have quotes provided for both options.

### *Open Board Seat*

Town Administrator Capone directed the Board Members to the completed application packets that were inside their meeting folders. They were organized alphabetically. The submissions are: Phil Dion, Susan Duncan, Steve Favorite, Sandra Heaney, and Paul Manganiello. Mr. Alpers felt that the Board knows each of these individuals well, so there was no need for any individual meetings, but did stress that this decision is very important so as to not create a division in the Board as it is currently working well together. Other Board members agreed. Mr. Rottenecker stated that the State Constitution clearly indicates that in the event of the Governor, Executive Council, Senate or Representative seats being vacated, the next highest votes of two (2) candidates are taken into consideration and picked as replacements. Mr. Alpers stated that RSA 669:63 provides that vacancies in the Select Board shall be filled by appointment made by the remaining Select Board members.

Merits and concerns of each candidate were discussed among the Board. Ms. Schneider and Mrs. Cote indicated that they felt that Paul Manganiello should be given consideration because he finished third in the voting in the spring. They felt that he had run for the position and the others had not. Mr. Alpers and Mr. Lagueux spoke in favor of Phil Dion given his previous experience as a member of the Board. After discussion of these two candidates and concerns expressed by Board Members, Chairman Alpers commented that it appeared the Board wasn't going to agree on either of these two candidates, and suggested that the Board consider trying to find common ground with one of the other three (3) candidates. Ms. Schneider indicated that she would not vote for any other candidate other than Mr. Manganiello. The discussion continued with regard to the other candidates. After further discussion, Mr. Lagueux motioned to appoint Sandra Heaney with a second from Mr. Alpers. The Board voted 2-2, motion failed.

Mrs. Cote agreed to make an effort to talk to the other three (3) candidates before the next meeting. Mr. Alpers agreed to talk to Paul Manganiello before the next meeting and suggested that Ms. Schneider reach out to the other candidates as well.

#### *Other*

Chairman Alpers will sign a form regarding the approved insurance carrier from the Fire truck purchase.

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

#### *August schedule*

Mr. Capone inquired on the August schedule for meetings. The Board agreed to hold them on August 4<sup>th</sup> and August 18<sup>th</sup> and return to the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month in September.

#### *Old Town Hall*

Mr. Capone reported that Enviro-vantage had removed the bat guano from the attic of the old Town Hall. He and Sandra had inspected the attic and commented on what an outstanding job they had done. Work on the sills is in progress now and it appears that an additional two (2) feet will need to be addressed. The schedule at present is as follows: sill work should be completed by the middle of August; chimney and furnace repair after that; the new metal roof completed by middle of September and then the sheet rock in the vault room. Presently the project is within the budget established. There will still need to be a discussion to determine what to do with the building.

#### *Old Fire Station Roof*

Prior to Town Meeting, the Town received three (3) bids for replacing the Old Fire Station Roof. Mr. Capone has reached out to those three (3) vendors to verify their pricing and check on their insurance coverage. To date only one of the companies has responded. Mr. Capone mentioned that he was going to reach out to the other two contractors again, but if he still had only one response would the project need to be rebid. The Board agreed to go back to the vendors and possibly place an ad in the Town Crier or on the Town's website to solicit additional quotes, if needed.

### *TAP Projects*

Mr. Capone received a notice that funding for the State Transportation Alternatives Program will be opening up. Mr. Capone noted that he has two possible projects he may submit for the Board's consideration. The first would be the beginning of the Pemi – Trail on the section of Town owned land off of Water Street. The second would be sidewalk construction along Merrimack and Central Streets to create a safe pedestrian corridor from those two roads into the Square. The deadline for letters of interest is August 6<sup>th</sup>, with mandatory attendance in a work session and then the project deadline is September 26<sup>th</sup>. Mr. Capone will be reviewing these projects with Mike Vignale of KV Partners to further evaluate the costs associated with them.

### *Summer Town Meeting*

Last year the meeting was held at the Parish building on West Shore Road. The Board agreed to hold the meeting at the same location on August 2, 2014 from 9:00 am to 12:00 pm. Mr. Capone will check on the availability of the Center for that date and notice the meeting if the Center is available.

### *Work Session*

Mr. Capone reminded the Board of their work session scheduled for July 21, 2014 at 8:00 am.

### *Tree – Corner Pleasant/3A*

The Board discussed options for this tree and the concerns raised by the business owner. Smaller trees originally considered as an option would never grow tall enough and would always block the signs. Mr. Lagueux felt that the tree could be pruned and crowned, but it would not be an overnight fix. Mr. Alpers asked if Mr. Lagueux would talk to the business owner with Mr. Capone, about the tree and the recommended options. A meeting will be arranged.

### **Select Board items**

Mr. Alpers advised that Kerrin Rounds has proposed a budget schedule for the fall and inquired about getting both Boards together on a Saturday in October. The Board felt that this is a good idea and would like to wait until later in October so that more complete budget numbers for 2015 might be available.

Mr. Alpers commented that the concert series appears to be a huge hit with large quantities of listeners attending. He also noted that he had received many favorable comments with regard to the events brochure and gives kudos to the Tapply-Thompson Community Center (TTCC) and the Bristol Community Events Committee for putting it together.

Mr. Alpers reported that he has a subcommittee finance meeting for the RSA195 Committee on July 15. He feels that the committees are making progress and that this withdrawal is very different from the Danbury withdrawal.

Mr. Alpers inquired on the status of Jeffers Road. Mr. Capone commented that he had visited the State archives and could track nothing back to Jeffers Road. The Board may need to make a determination on

the travel width of the road. Right-of-way versus travel right-of-way is very different. Mr. Capone feels that the Board may need to schedule a site visit with the Highway Superintendent to review.

Mrs. Cote requested that the Board consider changing Carroll Brown from an alternate to a full-time member. Mr. Lagueux motioned to appoint Carroll Brown as a full-time member of the Conservation Commission with a second by Ms. Schneider. With no further discussion, the Board voted 4-0 in favor.

Mrs. Cote inquired about the matter of the Board considering the request from the Library Trustees that the Town hold ownership of the land held by the Friends of the Library in an effort to save on the expense of paying property taxes. Mr. Capone mentioned that although the matter had been discussed a few months ago, the Board made no decision. Mrs. Cote made a motion that the Board not take on ownership of the land in question with a second from Mr. Lagueux. With no further discussion, the Board voted 4-0 in favor.

Mrs. Cote inquired on the issue with the water in the basement of the Library. The Highway Department, Mr. Capone, Tim Lacasse and Archie Auger have done temporary fixes by removing the old carpet and treating sections of the old foundation wall with hydraulic cement. The next step is to have Mark Bucklin install another drain outside the building in the area where the two roof lines meet to catch the additional run off from those areas to help eliminate some of the pooling outside the building. The Trustees are also considering installing a dehumidifier in the old basement with a permanent drain as well as treating the cement floor with a waterproofing agent.

Mr. Lagueux reported that there was an issue with the burn pile at the Transfer Station flaring up over the weekend. Unfortunately, the hose was insufficient with leaks and the wrong fittings, so the Fire Department had to be contacted. Mr. Capone will follow up with the Fire Chief to have this issue addressed.

Mr. Lagueux reported that the construction by the State along Lake Street near Newfound Lake is for new guard rail installation.

### **Public Comment**

Margaret Hoyle raised the concern that the directional signs still haven't been addressed.

Margaret Hoyle asked the Board to encourage that the Memorial Day Parade return to the Square. She felt that taxpayers pay a lot of money and it should be back there. Mr. Alpers advised that this is not a Town run parade but the Board would mention it to Ron Preble who does a great job organizing.

Margaret Hoyle requested that the 4<sup>th</sup> of July Parade have a rain date. The Board will forward this information to the Lion's Club.

Margaret Hoyle stated that the Board should invest in signs at all four (4) locations coming into the Town. She said they could have electronic signs or letter boards that would get the word out to the townspeople with regard to activities in Town.

Margaret Hoyle asked the Board members to be careful about shuffling paperwork near the microphones. She said that it is too hard to hear people talking. Media Manager Ray Courchaine will be looking into drop down microphones at the end of the year if the budget allows.

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 (a) and (e), seconded by Ms. Schneider. The motion passed in a roll call vote by the Board 4-0.

At 8:36PM, Mrs. Cote made a motion to come out of non-public session. The motion was seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

At 8:37PM Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. The Board voted to 4-0 in favor of the motion.

Respectfully Submitted:

Christina Goodwin

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Rick Alpers, Chair

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Shaun Lagueux, Vice Chair

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Betsy Schneider, Select Board

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Janet Cote, Select Board