

Minutes

Bristol Select Board

September 25, 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 6:00PM.

Mrs. Cote made a motion to approve the minutes from September 11, 2014 seconded by Mr. Lagueux. With no further discussion, the Board voted 4-0 in favor of approving the minutes.

Consent agenda: Mrs. Cote made a motion to approve the consent agenda including the Accounts Payable payment manifests dated September 22, September 23 and September 25, 2014 for the general fund, water and sewer departments. The Payroll Manifest dated September 12 and September 25, 2014 and a Treasurer's request for capital reserve transfers per Town Meeting vote, seconded by Ms. Schneider. The Board voted 4-0 in favor of approving the consent agenda.

New Business:

Audit:

Patrick Mohan and Frank Biron, representatives from Melanson & Heath and Co. presented the Financial Statements and Management letter to the Board. This is an independent auditor report that provides an opinion on the financial statements of the town. There are multiple opinions. Regarding the government wide piece, there is a qualified opinion that deals with capital assets that have yet to be applied and put in the financial statements. There are clean opinions on the business type, general fund, and other funds. The MP&A, a summative statement of the net position of governmental activities, was presented. The governmental activities saw a good year on GAP basis. The business type activities (water and sewer) showed very consistent numbers. The water and sewer funds are both in a good position. The management letter was presented. There are no current year issues. The following prior year issues are in the process of being corrected. Segregation of duties involving a limited number of personnel and staff is being corrected fairly soon by the implementation of software to allow for collections of water and sewer billings at the Town Office. Improving the reconciliation of the general ledger is cleared at this point. In past years, significant entries were needed to be made by the auditors. The books are in very good order this year. Closing the paperwork deficits on water and sewer capital fund balances is a work in progress and will go into next year. Establishing internal audit functions on departments that collect cash is being taken care

of by the town accountant. This internal audit has taken place and will be fine-tuned. These actions all lead to a positive report for next year. The efforts of those involved are commended for the improvements being made. The single audit report on the Central Square project is in draft mode and not quite finalized but will be coming back with a clean opinion. The Board thanked Mr. Mohan and Mr. Biron for attending the meeting.

Mark Bucklin, Highway Department updates:

Harriet Drive: Mark has gone over the road and ditches. It is his recommendation to not accept Harriet Drive as a town road as it's not surfaced according to the proposed new site plan and subdivision regulations requirements for roads. Mr. Alpers mentioned that the project was in motion before the new regulations and future roads should be held to the new guidelines. Mr. Alpers commented that the entryway is a problem for plowing. Mark agreed that plowing will be difficult as the truck cannot make that corner and will have to plow that corner by turning around at the top of the road and plowing it as he comes back down around the corner. Mrs. Cote asked if there is any impact on the equipment when plowing unpaved roads. Mark commented that there are already four miles of gravel road currently being plowed. Mr. Alpers asked that the discussion of the acceptance of Harriet Drive be placed on a future meeting agenda.

Sidewalk tractor: There will be a class to train the department on the operation of the tractor on Monday. One piece is missing but will be brought on Monday also.

Doors and windows: The doors were installed a couple of weeks ago. Three bids came in for the windows. The low bidder, Window World of Portsmouth, NH was awarded the bid on Purchase Order 3611 for \$2,635.00. The windows need to be special ordered and are 14 weeks out.

Sand bid: This has been advertised and the deadline is noon next Friday. Ms. Schneider asked if it would be appropriate for an amount over \$10,000 to not go to an RFP and questioned the timing of the bidding for the sand and starting the bidding process earlier. Mr. Capone commented that the policy does allow for the Board to wave the process to allow department heads to take care of these types of purchases early.

Jeffers Road: Mark is meeting with Mr. and Mrs. Larsen on Saturday morning to go over what needs to be done in the section of road near their property. The proposed twelve foot width for the traveled way is within single lane road requirements.

Purchase RECs: Mark discussed paving the Masons parking lot, which is used for municipal parking. A quote was received from Bryant Paving for \$8,900. Mr. Alpers asked how much paving money is left and commented that the town office parking lot should be paved also. Mr. Capone stated that there is about \$60,000 left in paving. Mark stated that should be enough to do both lots. A motion was made by Shaun Lagueux to accept purchase order #004721 to accept the paving of the Masons lot by Bryant Paving not to exceed \$8,900, seconded by Betsy Schneider. The Board voted 4-0 to accept the purchase order. A motion was made by Shaun Lagueux to authorize the Town Administrator to sign a purchase order not to exceed \$10,000 for the paving of the town office parking lot, seconded by Janet Cote. The Board voted 4-0 to approve the motion.

Budget items: A motion was made by Shaun Lagueux to approve purchase order #003610 in the amount of \$5,506.59 for the purchase of cutting edges for snow plows from Jordan Equipment, seconded by Betsy Schneider. The Board voted 4-0 to approve the purchase order.

The Board thanked Superintendent Buckling for attending the meeting.

Economic Development Task Force:

Mr. Alpers reported that five people have put their names in but that a couple more people have expressed interest and need more time to put in their submission together as they just saw the announcement. The Board agreed that they would accept letters of interest until the meeting on the 16th. The town administrator will email the applicants to let them know about the extension.

Fuel Bid: The town combined with the school district and received three bids. The two Administrators reviewed the bids and felt that the best option to recommend would be to work with Dead River. Mr. Capone met with Mike Limani from the school district. Mr. Limani did not want to split the propane and oil bids and there were concerns with Fred Fuller. The School Board approved the recommendation at their meeting on Monday night. Mr. Capone stated that prices are lower than last year with the price for #2 being 10 cents lower with Dead River. Mr. Alpers reported that the fixed prices came in as follows: propane at \$1.749 and fixed heating at \$3.09. Diesel is purchased at the state depot. A motion was made by Shaun Lagueux to approve the propane and oil bid from Dead River for the 2014-2015 heating season, seconded by Betsy Schneider. The Board voted 4-0 to approve the motion.

Town Administrator's Report

Old Town Hall update: The roof and roof vents are done. Weather Check did very good work and provided a good warranty. In all the completed work includes the sills, chimney repair, roof, and heating duct work. The next piece going forward is the dry wall. The Town Administrator had approved a purchase requisition (# 4718) for \$850 to Leslie Dickey.

There is approximately \$6,000 left for work to the building. There are two projects at the southeast corner of the building that can be completed. The first is to replace the trim piece on the northeast corner and replace broken and missing clapboards. The second project would be to replace broken or missing clapboards running over to where the chimney is. Two separate requisitions have been written to cover the work, the first project in the amount of \$2,750 and the second for \$2,000. The work will be done by the same person for both jobs. There will be approximately \$1,800 left over that can be used to move the handicap ramp. Mrs. Cote made a motion to accept purchase order # 004719 in the amount of \$2,750 to Harmony in Wood to repair and replace missing siding trim, seconded by Ms. Schneider. The Board voted 4-0 to approve the motion. Ms. Schneider made a motion to conditionally approve and authorize the Town Administrator to sign purchase order # 004720 in the amount of \$2,000 to Harmony in Wood to repair and replace missing or damaged siding, seconded by Mr. Lagueux. This is contingent upon the first job coming in at or under budget. The Board voted 4-0 to approve the motion.

LChip Grant: A site work visit will take place on October 23rd at 1:30.

Grafton County Commissioners: The meeting will take place at the library on October 7th from 9 to noon.

Lakes Region Planning Commission: A request was made to attend the October 16th Select Board meeting to present the Central Square Traffic Study to the Board.

Grants: The PUC grant was submitted last Friday. The two TAP grants will be submitted on Friday morning.

Street signs: The signs were reviewed with the Highway Safety Committee. There are three locations signs are needed. The sign at the corner of Mayhew and North Main Street will direct people to 104 east. The sign at the corner of Union and North Main will direct people to 3A. The sign at the shoulder of Union and Lake Street will direct people to 3A North and South and 104 West. The cost for the three signs is \$700. The Board is in agreement that the signs should be installed.

Library Solar RECs.: A vendor in NJ sent a contract to execute the selling of the RECs generated from the library solar array. This offer is a one year deal paying \$58 for every REC generated. The library solar array produces about 20 RECs per year for estimated revenue of \$1,160. The Library Trustees will put the money generated from the sale of the RECs into a savings account for the cost associated with the maintenance of the array. Ms. Schneider asked to have the contract forwarded to the board. Mr. Alpers asked that the town attorney look over the contract also.

Electric rates: The current agreement expires in October. If the agreement is not renewed, the rates would float. It is recommended that the town go back to Public Service as their rates are lower at the moment. Mr. Capone suggested that the Board should submit a warrant article at Town Meeting requesting that the Board could adopt and enter into contracts up to 5 years without further approval from the town. This would give the Board the ability to negotiate longer contracts.

Select Board Items

Mr. Alpers checked on the Water and Sewer Department screw press. This will save the town money and water usage. The employee barbeque was a success with about 50 employees attending. Mr. Alpers thanked Bristol Shop n Save, The Homestead, Shacketts, Basic Ingredients, and Michael Capone for their contributions. Mrs. Cote has received numerous calls and email regarding the 5th Board position. Mrs. Cote made a motion to propose that Paul Manganiello serve as the 5th Select Board member, seconded by Ms. Schneider. Mr. Alpers and Mr. Lagueux each stated that their original opinions have not changed. The Board vote 2-2 and the motion fails.

Public Comment

Eric Rottenecker asked if the Old Town Hall will be ready for voting in November. Mr. Alpers informed him that voting will be at the Marion Center again.

With no other public business to come before the Board, at 7:45PM, Mr. Lagueux made a motion to enter non-public session under RSA 91-A: 3 (a) and (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 adjourn. The motion was seconded by Mrs. Cote. The Board voted 4-0 in favor of adjournment.

Respectfully submitted,

Wendy Costigan

Rick Alpers, Chair

Shaun Lagueux, Vice Chair

Betsy Schneider, Select Board

Janet Cote, Select Board