

## **Minutes**

### **Bristol Select Board**

**October 16, 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.

Mr. Lagueux made a motion to approve the minutes from September 25, 2014 seconded by Mrs. Cote. With no further discussion, the Board voted 4-0 in favor of approving the minutes.

Consent agenda: Mr. Lagueux made a motion to approve the consent agenda dated October 16<sup>th</sup> to include the items named therein, seconded by Mrs. Cote. Mr. Alpers asked about the Roadside Grill. Mr. Capone explained that this is a mobile food truck asking to utilize the bike path lot during the day from 10:30 to 6:30. The dates are from September 13<sup>th</sup> to December 31<sup>st</sup>. The food truck has to meet all state criteria. Mrs. Cote asked about the sand recommendation. Mr. Capone stated that the town was only able to get two bids. The bid was awarded to JP Morrison, a local business. Mark Bucklin will pick up the sand. The Board voted 4-0 in favor of approving the consent agenda.

#### **New Business:**

##### **Lakes Region Planning Commission:**

Mike Izard and Dan Callister reviewed the data collected and potential recommendations of the three content areas. The traffic study started last year with traffic counts conducted in July and November, peak and off peak seasons. In summary, the traffic moves pretty good through town. Data Collection included traffic counts at three locations, reviewing 24 hours of video, and 6 one hour site visits assessing parking, reverse parking successes and failures, and queuing. A parking space utilization assessment was done. Key observations from the analysis were presented. West bound travelers on 104 exceeded 40 MPH more than any other approach into the square. The 85<sup>th</sup> percentile speed modeling structure is based on 2-5 MPH increments. Traffic is 85% at or below the posted speed limit but may be slightly over the 30 MPH speed limit based on raw data. South bound out of town on 3A South Main Street had the highest speeds. Recommendations for police department enforcement for times that travelers are most likely to exceed speeds are posted in the report. The overall volumes in November and July show no significant difference in daily traffic counts. The peak and non-peak hours of

travel changes though. In peak season, traffic is heaviest on Saturdays and Friday afternoons. Queues at the intersection of 3A and 104 had more than 5 cars backed up due to taking a left onto 104. The queues turned over fairly quickly. There were 5 incidents of travelers heading in the wrong direction on N. Main Street. Many pedestrians crossed mid-block, this is not technically a jay walking offense. The study looked at parallel, nose in, and reverse angle parking. Parking was not utilized 100%. There were no observed instances of people having an issue based on attempts to back in or parallel park. Three reverse angle spaces on Central Street were utilized as nose in parking. Ms. Schneider asked how many people watched the parking attempts and when the observations were done. Dan did the observations alone using the 24 hour video and peak on site visits during the mid-week. The study included the following recommendations. A mobile speed feedback sign should be used for speed enforcement. Specific time frames that this will be most effective have been identified. The grade on the westbound median has worn over a little and has less impact over time. Mr. Alpers commented that Mike Vignale will be asked to look into warranty issues with the painting of the turnout. The one way on N. Main Street is very clearly marked. Ms. Schneider asked if there are certain times of the day when the wrong way incidents occurred. The incidents occurred between noon and 4pm. The parking spaces near the cross walk at S. Main and Central Square may obscure pedestrians. Trucks used the spaces for short term parking to make deliveries. Spaces may need to be created for delivery parking. The reverse angle parking seemed to be the preferred spaces for long term parking 8 hours or longer. Mr. Capone will give the report to the Police Department, Highway Safety Committee, and post on the town website once the 85<sup>th</sup> percentile information is fine tuned. Ms. Schneider asked if there was any information on the reverse angle parking study recently done by Lebanon. Mr. Capone stated that the Lebanon study was a short study using a temporary site to try testing. Mr. Alpers asked what the high traffic count into the center of town was. July had the largest volume of 7,000 vehicles and 10,000 vehicles at the library location. Steve Favorite, a member of the public, commented that he had a copy of the Lebanon study. He proceeded to distribute copies of the study and discussed his concerns about the parking with the Select Board. Ms. Schneider commented that she feels the elderly are less likely to use the back-in parking. Mr. Alpers commented that the project was federally funded and it will be important to get answers from the federal government regarding what options are available. Mr. William Rose will be contacted for this information before any decisions are made. Mr. Alpers thanked the Lakes Region Planning Commission for their time spent on this report and all the services that are offered by the Commission.

### **Economic Development Task Force:**

Mr. Capone informed the Board that two more submissions were received for a total of seven. Mr. Alpers expressed his reservation about telling a person who has volunteered to be a part of the task force that he has not been selected. Mr. Lagueux made a motion to amend the original Economic Development document to include 6 community members with the Chamber Director acting as ex-officio, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion. Mr. Alpers asked the Administrator to talk to each person individually to explain the tasks and to stress the commitment involved. Mr. Alpers feels that the group should meet weekly to get up and running and then a couple meetings a month thereafter. Ms. Schneider commented that there could also be subcommittees for particular projects. The Select Board rep for the Task Force will be Ms. Cote with Mr. Alpers as back up. Mr. Alpers suggested Paul Fraser to be the Chair of the Task Force due to his experience on committee and in business. Mr. Alpers made a motion to appoint Paul Fraser as Chair of the Economic Development Task Force, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion. Mr. Capone suggested that the best meeting nights are Tuesdays.

### **2015 Budget Update:**

The joint meeting with the Budget Committee and the Select Board will be on November 8<sup>th</sup> at the library. Mr. Capone mentioned that the Department heads are looking for some direction from the Select Board on their budgets. Mr. Capone reported that Melanie Shokal has developed a budget spreadsheet. Retirement is increasing again in the second half of 2015. Wages are reported for a year at the April 1<sup>st</sup> rate. Mr. Lagueux commented that it would be good to have a budget work session to have a plan mapped out on what the Boards wants to do moving through the budget process. A work session is scheduled for October 23<sup>rd</sup> at 5:30pm. Ms. Cote asked about the Retirement numbers. Mr. Capone had sent an email with this information and will send it again. The CIP narrative and spreadsheet will be sent to the Board as well.

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

The Kelley Park ribbon cutting ceremony is scheduled for October 23<sup>rd</sup> at 4:30pm. This takes place during the Project Promise Lights Out program. The sheetrock work is underway at the Old Town Hall and should be finished next week. The second section of siding will be done by Mr. Batchelder then. There will be \$1,799.55 left to put a new ramp on the side of the building. Ms. Schneider asked if the new ramp will cause a problem with the LCHIP grant. Mr. Capone said that there will be no impact as they are fine with it. The LCHIP reps will be at the Old Town Hall on Thursday at 1:30 to tour the building and discuss the application. The Old Fire Station work has been completed on time and on budget. Paving will be done Tuesday the 21<sup>st</sup> at the

Masons and at the town offices parking lots. Mr. Capone will ask the business across from the town offices if the town can use their parking spaces for employees and the public while the parking lot is being paved. The Forest Ranger brought the 2015 appointment list of Fire Wardens to the Fire Station. This needs to be signed by the Board. Mr. Lagueux made a motion to approve the Forest Fire Warden list as presented, seconded by Ms. Schneider. The Board voted 4-0 in favor of the motion. Ms. Cote forwarded information on Smart Growth America, which is a group offering workshops to communities regarding technical assistance using Smart Growth tools. Mr. Capone completed the pre-application for a grant on economic development. Smart Growth America awards fourteen technical assistance grants free of charge. They require a commitment letter from the community as part of the application process. Ms. Cote made a motion to authorize the Chair to send a letter on behalf of the Board, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion. Ms. Schneider asked if there was a written contract for the new fuel quote which changed from \$3.09 to \$2.99. Mr. Capone met with Dead River and will get an agreement in writing.

### **Select Board Items**

Mr. Alpers attended at tour of the Freudenberg facility. The company is back up to 500 employees and looking to add more. The town hosted the Grafton County Commissioners. The commissioners took a tour of the downtown. Mr. Alpers would like to thank Greg Gorski, the owner of Bristol Shop n Save, for all his generous work in the community. Mr. Gorski is leaving at the beginning of November. He will continue to be the owner but will no longer manage the store. Bristol has been very fortunate to have Mr. Gorski in the community. Mr. Alpers reported that the last meeting of the Bridgewater-Hebron withdrawal study took place. The vote failed and the school is not allowed to withdraw from the school district. Selectmen from all 7 communities were present at the meeting and discussed the business model of the school district.

Ms. Cote has had discussions with other boards and committees regarding getting information to them with regard to building applications and site plans. This access will make the process easier for pending decisions and help the boards and committees to be proactive in their work. Mr. Capone commented that the town does not have a way to scan the plans to get them on the web site. Mr. Capone will look at ways to work out a process for this.

### **Public Comment**

John Sellers asked if any progress had been made with regard to increasing pay for Call Fire Fighters. Mr. Lagueux commented that he has also talked with the Chief about this. The Chief has had difficulty covering hours with part-time Firefighters and has had to use full-time staff. John told the Board of a surprise safety inspection of the school buses. More than 20% of the

buses failed the safety inspections. John asked about the process of filling the 5<sup>th</sup> Select Board seat with a special election. Mr. Alpers commented that state law says the Board appoints the open seat or it is filled during the general election. No special election is held. There is a petition process to the Supreme Court by a 3<sup>rd</sup> party also. John commented that the School Board made a decision on the 6<sup>th</sup> grade moving from the Middle School. Mr. Lagueux commented that the Superintendent was told by the School Board to develop a plan for the 6<sup>th</sup> grade that includes the Middle School piece. The plan is due by April.

With no further public business to come before the Board, at 7:58PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3(a), seconded by Mrs. Cote. A roll call vote was held. The motion carried by a vote of 4-0.

At 8:31PM, 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

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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