

Minutes

Bristol Select Board

November 12, 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 October 23 and October 30, 2014 seconded by Ms. Schneider. 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 November 12th to include the items named therein, seconded by Mrs. Cote. The Board voted 4-0 in favor of approving the consent agenda.

New Business:

Household Hazardous Waste Day: Tom Keegan, the HHW Bristol representative, presented a summary of the 2014 HHW day. Mr. Keegan reported that it was another good year and this was mainly due to the 12 volunteers and Mark Bucklin. The event is held at the DOT shed. Volunteers conducted surveys that day also. The HHW appropriation is formulated by taking the total number of dwelling units, which for Bristol is 2,000, then dividing that by the 24 towns that participate. Bristol's percentage equal 4.06%. To derive what is owed the 4.06% is multiplied by 75,789, the total expense incurred. This equals the appropriation. Next year there is a 3% increase. Mr. Lagueux asked how many towns participate. Mr. Keegan replied that 24 towns participate and any resident from one of those towns can come to the Bristol site. The HHW is set for two weekends at several different sites. The percentage of participation by community has increased. In Bristol in 2012 the percentage was 3.9, in 2013 the percentage was 5.43, and in 2014 the percentage was 7.95. Bristol was charged for the 4.06% but the participation was 7.95%. The Lakes Region Planning Commission is the coordinator for the towns and sites. Mr. Alpers requested that the names of all the volunteers be sent to the town so thank you notes can be sent out. Ms. Schneider asked Mr. Keegan if anything can be done to make the participation percentage higher. Mr. Keegan said more advertising will help. A big poster is set up at the transfer station, but more advertising is needed. Mr. Alpers thanked Mr. Keegan for all his assistance with Household Hazardous Waste Day.

2015 Budget Update: Mr. Alpers commented that the joint meeting with the Budget Committee on the 8th was successful and worked well. The Select Board needs to now start thinking of where to save money in the budget. Mr. Alpers suggested making the November 18th board meeting into a budget work session. Ms. Schneider asked for some clarification on a worksheet Mr. Capone supplied the board. Mr. Capone explained the information presented in the worksheet. Ms. Schneider commented that the department heads made decisions on budget cuts last year. Mr. Capone commented that the worksheet was an attempt to lay out what the Board wanted to see from the discussion at the last work session.

The worksheet shows what a 1%, 2%, 3 % and 4% increase looks like in terms of dollars. Most of the included reductions come from items the Town Administrator has more say in than the department heads. Mrs. Cote asked what the first column represents. Mr. Capone replied that it represents last year's operating budget minus \$13,500 in encumbrances. Water and Sewer are not included in the discussion as they are tax neutral. Only numbers that are relevant to taxes are presented. Ms. Schneider asked if the merit raises for Water and Sewer personnel should be separated out since they are an enterprise fund. Mr. Capone will check to see if those personnel are included and if so they will be taken out. Mr. Alpers commented that the warrant articles need to be thought about. It is his desire to not have such a long warrant as last years. Mr. Lagueux commented that he feels that it is still important to have public input on these items. Mr. Alpers commented that the Select Board is elected to make the decision on the warrant and what gets presented year to year.

Town Administrator's Report:

The next scheduled meetings are for December 4th and 18th. The Select Board budget presentation to the Budget Committee takes place on December 15th. All of the planned work is completed at the Old Town Hall. Mr. Capone is making phone calls to schedule the ramp work to be completed soon. LCHIP is making their grant determinations next week. Mr. Alpers suggested that the Select Board should tour the building before the start of the December 4th meeting. Mr. Capone thanked Sandra Heaney for all her work on the Old Town Hall. Jeff Chartier will be contacted to drain the Old Town Hall and Old Fire Station for the winter. The winter parking notice has been sent out. A better system of notifying residents in the square needs to be worked on. A permit for those residents would help with notification of snow plowing and give them a better opportunity to move their vehicles before they are towed. The warranty on the sidewalk tractor has some contradictory information and a request has been made for more information and a little more consistency in some of the pricing. The contract for the Renewable Energy Credits was received and the changes were agreed upon. A copy of the contract will be available for the Board to review at the next meeting. The contract is effective from July of 2014 through December of 2015. The town received 93 % of the revenue generated from Renewable Energy Credits (RECs) that are sold and the company keeps a 7% commission.

Select Board Items:

Mr. Alpers commented that he had a conversation with Kevin McCaffrie after the meeting on the 8th concerning the town wide recycling. The town buildings do not have bins for the public to easily recycle items. Mr. Alpers would like small bins priced to see about buying some for public buildings to help with recycling. Some "Curb your dog" signs have been ordered and a mitt station should be looked into being purchased for the square. Mr. Alpers attended the Veteran's Day event and noticed that the downtown was looking dirty. Since the sweeper truck is out of order, he would like a crew come down to the square to clean up. Ms. Schneider commented that the sweeper truck is due back next week. Ms. Schneider asked about the status of the elementary school plowing agreement. Mr. Alpers suggested that the Board can discuss this at the next meeting. Mr. Lagueux suggested that a targeted letter or advertisement be sent to local businesses concerning recycling. Mr. Capone replied that Ray Courchaine can put some informational material about recycling on the town web site and that a letter can be

developed from that information. Mr. Alpers suggested a video be made to inform people on the single stream recycling system. Ms. Schneider suggested that this information should be included in welcome packages that real estate agencies give out and also be given out when people buy dump stickers. Mrs. Cote suggested that the single stream recycling magnets be distributed with the tax bill mailings. Mr. Lagueux received a complaint about graffiti on one of the roads. Mr. Bucklin went right out and took care of the problem. Mrs. Cote asked about updates on the downtown traffic study questions that came out of the presentation. Mr. Capone has had a preliminary conversation with NHDOT. The last of the punch list items is finished and a walk through will have to be done. Mr. Capone will try to resolve this in the next couple of weeks. Mrs. Cote asked about the status of the Safe Routes to School grant. Mr. Capone replied that he has received some preliminary communication that there may be some delays in some of the funding. The TAP grant decisions have not been finalized. There may be a decision in January. Mrs. Cote asked about any solar array updates. Mr. Capone will follow up with this but as of last week there was no formal recommendation made. Mrs. Cote asked about any settlement with the Holiday Hills Road. Mr. Capone replied that the town is still waiting on a letter from Mr. Schmidt. Mr. Alpers commented that he noticed another pawn shop is opening in town. He requests that Mr. Capone contact other towns that have pawn shop ordinances and that the Board should discuss adopting some ordinances concerning pawn shops. Mr. Capone commented that the seasonal banners were tested and that they work great. They will be available by the end of the week. Mr. Capone talked with Ron Preble about keeping the flags up all year. Mr. Preble would like to see them kept up. Ms. Schneider commented that she would like to see how the flags and banners look together first. Mr. Alpers commented that if the flags are brought down it preserves them and cuts down on replacement costs. Mr. Lagueux suggested leaving a few flags strategically place around the square.

Public Comment:

Mr. John Sellers asked if there was any way to divert or stop traffic during events in the square like the Veteran's Day event. Mr. Alpers replied that he would send the request to the Highway Safety Committee. Mr. Sellers asked if the solar array grant was applied for. Mr. Alpers replied that it had been. Mr. Sellers asked if a pool of money was set aside for the merit pay increases and what happens to the money that is not distributed to employees as not all employees will received the maximum 2.5 % increase. Mr. Alpers replied that the gross budget amount is approximately \$36,000 and that any money not spent will be sent to the Accrued Benefits line at the end of the year.

With no further public business to come before the Board, at 6:55 PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3 (a),(e) and (d), seconded by Mrs. Cote. A roll call vote was held. The motion carried by a vote of 4-0.

At 7:57PM, 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