

Minutes

Bristol Select Board

January 8, 2015

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 public and non-public minutes from December 18, 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 January 8th to include the items named therein, seconded by Mrs. Cote. The Board voted 4-0 in favor of approving the consent agenda.

Skating Rink:

Nicole Goudreau discussed setting up four flood lights at the rink. The lights would be attached to the outside of the boards and put on a timer. The light poles would be about 11 feet in the air after they are attached. The cords would run through a rigid steel pipe on the ground and connect into the panel at the baseball field. The hours that the lights would be turned on will be discussed at the next ice rink meeting. Mr. Alpers suggested that the two lights that will face North Main Street will need to be pointing down. Mr. Capone expressed his concern with code requirements for running a temporary above ground conduit. The code needs to be looked at carefully regarding this. Mr. Alpers took the consensus of the board and the Board was good with lighting as long as the lighting is compliant with code. Mr. Alpers asked the rink committee to send the lighting plan to the Town Administrator and to work with him regarding the code compliance. Mr. Capone commented that the snow blower was ready to be picked up. Ms. Goudreau commented that Ray Reimhold picked up the snow blower. The key to shed needs to be picked up so that the blower can be stored in the shed.

Warrant Articles:

Mr. Capone informed the Board that the Warrant has to be set by February 23rd. February 3rd is the last day for petitioned warrant articles. Mr. Capone went through individual articles for the Board to discuss.

Capital Reserve for Revaluation: The information was supplied to DRA and DRA is fine with the language as written. \$35,000 is included in this article for the 2016 statistical revaluation.

Contingency Fund: DRA requires this to be done annually as a warrant article. Mr. Lagueux asked if the Town raised \$25,000 last year, does an additional \$25,000 have to be raised. Mr. Capone replied that the money left defaults to the General Fund at the end of the year. Mrs. Cote asked if the RSA that pertains to this article could be included in the wording. Mr. Alpers commented that he did not think

that necessary. Mr. Capone replied that the wording for the article comes from DRA. Ms. Schneider asked if there is any way to protect the money so it does not go into the General Fund. Mr. Capone replied that he will check with DRA but that his understanding is that the Fund is year to year.

Police Revolving Fund: The language was supplied to DRA. DRA requested the percentage of funds that will remain in the Revolving Fund be included in the language. The excess money that comes out of the Fund goes into the General Fund. Mr. Capone and Ms. Shokal are working on a percentage number that will go in the article. Mrs. Cote asked if the language needs to be more specific to include if it's for wages and benefits for the special details and if the article should be more specific on what the funds are going to be spent on. Mr. Lagueux replied that DRA specifies how much is going to be used to offset the special details costs and that the percentage will cover that detail. Mrs. Cote commented that the wording is too broad. Ms. Schneider asked the Town Administrator if he had an idea of what the percentage to remain in the fund might be. Mr. Capone noted that it will most likely be somewhere around 80%.

Bicentennial Fund: This is a capital reserve account that will be seeded with \$10,000 for the Bicentennial in 2019. The Board is named as agents to expend using language from DRA. The money in this capital reserve account does not have to be encumbered but can only be used for the purpose expressed in the article. Mrs. Cote commented that she is not sure that the correct RSA is listed in the article. Mr. Capone will check on the RSA.

Accrued Wages Reserve: The \$10,000 comes from the Fund Balance not from taxation.

Kelley Park Irrigation: Christina received a new quote from Les Dion. The quote is for \$68,500. The article is for half at a cost of \$34,250.

Provisions for 79-E: Adopt for community revitalization/tax relief.

41 11 A paragraph 3: Adopt this provision to provide authority for the Board to enter into a lease/rental term up to five years without ratification or further vote from the Town. Ms. Schneider asked if this was only for municipal property. Mr. Capone replied that it is only for municipal property and that it gives the Board more leeway to negotiate the terms of a lease.

Town Building Maintenance Reserve: Appoint the Board as agents to expend.

CIP Recommended Items: Mr. Capone presented that CIP items for the Board to discuss.

Police Cruiser: A lease purchase agreement for three cruisers. The cost is \$44,000.

Communication Equipment: This includes upgrades to replace the base unit radio at the Police Department, a repeater on the tower on Hemp Hill, and to replace a radio in one cruiser. Mrs. Cote asked if there is already a repeater on the tower or is this to increase capacity. Mr. Lagueux replied that there was a repeater on the tower but that it is very old. Ms. Schneider asked which cruiser the radio is being replaced in. Mr. Capone replied that the radio being replaced is not the same as the three new

radios and there was a discussion to change the radio to be the same as the new ones. Mr. Capone will check to see what cruiser needs the new radio.

Highway Department F550 Truck: Replacement of the 2008 truck that has been in service for seven years.

Fire Department Jaws of Life: Replace the 1980 Jaws of Life set.

Fire Chief Command Vehicle: The recommended replacement vehicle costs approximately \$45,000 outfitted.

Town Office Backup Generator: \$26,000 is gross budgeted for the generator, but half of the cost will be paid from grant funding.

Town Offices/Police Department Accommodations: CIP recommends raising \$150,000 to put to whatever project the Town decides to do to accommodate the Police Department and Town Offices space needs.

Board Discussion on Warrant Articles:

Ms. Schneider asked if the Town really needs three new cruisers. Ms. Schneider commented that according to her calculations on average mileage, the numbers the Chief reported are inflated. By looking at the five current cruisers, the estimated mileage is 24,000 miles per year. Ms. Schneider's calculations of estimated mileage are as follows: Car 1 averages 10,000 miles and will have about 119,000 miles in June. Car 2 averages 17,000 miles and will have about 77,000 miles in June. Car 3 averages 25,500 miles and will have about 125,000 miles. Car 4 averages 38,000 miles and will have about 181,000 miles in June. Car 5 averages 31,000 miles and will have about 75,000 miles in June. Ms. Schneider commented that the warrant should be changed to purchase only one cruiser. Mr. Lagueur commented that by purchasing one cruiser it would be the same amount of money but there would be less warranty coverage. Ms. Schneider replied that the cost of the warranty under the lease program is about \$2,200. Every police Interceptor comes with a 5 year/100,000 mile warranty and that the Town does not need to buy a 6 year/125,000 mile warranty when it will already get a five year warranty. Mr. Alpers commented that he would like the Town to buy two cruisers if not the three to make up for not buying one last year. Ms. Schneider stated that the cost of a utility vehicle has a base price of \$31,600 without lights. Included in that price is an upgrade on the engine. Chief Lewis is looking at eco-boost which costs \$2,700 as an additional option. Mr. Alpers requested that Chief Lewis attend the next Board meeting to discuss this.

Mr. Alpers asked if the Town has applied for the generator grant from the Department of Homeland Security. Mr. Capone replied that the grant has not been applied for yet, but that it is a rolling grant and the application can be made whenever the Town decides. Mr. Capone feels that the Town should wait to see how the vote goes on the warrant and then apply for the grant. Mrs. Cote asked if it's possible to have a contingency plan. Mr. Alpers suggested the Town should get a price on a transfer switch for the Town Offices building.

Mr. Alpers commented that he does not agree with the CIP recommendation for the Town building needs. The Town needs to figure out what the space needs issues are and come up with a plan to present to the public. Mr. Alpers stated that he is hesitant about presenting a warrant article without a plan. A space needs committee needs to be formed this year and then the Town will have a better plan to present to the voters in 2016.

Ms. Schneider commented that the F550 truck only has approximately 80,000 miles on it. Ms. Schneider recommends replacing the Fire Chief's Command vehicle over the F550. Mr. Alpers replied that the F550 mileage is a different kind of mileage and it is hard driven. Mr. Alpers commented that the Board should hear from Highway Superintendent Mark Bucklin regarding the condition of the current truck.

Town Administrator's Report:

Status update on the request to see if the Board will act on an agreement that is in place for a historian to prepare the nomination papers for the Old Town Hall to be placed on the National Historic Registry. This will be funded entirely through grant money. An RFP was written based on the guidelines and an individual was selected. The funds the Town will receive totals \$4,060. The Select Board chair will need to sign the paperwork. Mrs. Cote moved to contract with Paula Sagerman for the preparation of nomination papers for the Old Town Hall, seconded by Mr. Lagueux. The Board voted 4-0 in favor of the motion.

Effective July 1, 2015, the Pemi Valley Chamber of Commerce, the Squam Lakes Area Chamber of Commerce and the Plymouth Regional Chamber of Commerce will merge to form the Central New Hampshire Chamber of Commerce.

The letters that Max Stamp requested from the Board are all signed and went out last week.

The period for candidates to file for office is from January 21st through January 30th at 5:00pm. The voting portion of Town Meeting will take place on Tuesday March 10th. The second part of Town Meeting will be on Saturday March 14th at 9:00 am at the high school auditorium.

Additional information has been given to the Board regarding the extended warranty on the sidewalk tractor. Mr. Alpers commented that he is happy agreeing to the warranty at this point as all the Board's questions were answered. Mrs. Cote asked if there is a standard routine maintenance schedule for the tractor. Mr. Lagueux asked if the Highway Department keeps a maintenance log. Mr. Capone replied that Mark Bucklin has a list of the maintenance that needs to be done and that the Highway crew is capable of handling the routine maintenance tasks. Mr. Lagueux moved to approve the extended warranty with Chadwick Bay Ross for 48 months/3,000 hours for \$10,793, seconded by Mrs. Cote. The Board voted 4-0 in favor of the motion.

Select Board Items:

Mr. Alpers commented that items on the task list dated December 18th were all completed.

Mrs. Cote distributed the draft letter to Terry Murphy for the Board to review. Some minor edits were made. The letter will be sent to Terry Murphy and all the other Select Boards.

Mr. Lagueux was approached by the Lions Club regarding a request to be put on the agenda to discuss having the circus back in town again this year. Mr. Lagueux will contact the Lions Club and invite them to come in on January 29th.

Ms. Schneider asked if there has been any word from the State or Feds concerning the back in parking. Mr. Capone replied that an update from William Rose is in the status report that was given to the Board. Mr. Alpers commented that the Board can make decisions regarding the parking on Central Street but a case would have to be made of why the Town wants to change the parking in regards to Rt. 3A. Mr. Capone will forward the email from Mike Vignale who did a study of the parking space issue. Mr. Alpers requested that this be put on a February agenda to discuss what a case regarding changing the parking would look like.

Public Comment:

Hilda Bruno asked the Board if the Decorating Committee is official. Mr. Alpers replied that the committee is official. The committee can start to have meetings to come up with ideas. The committee should work with the Town Administrator when necessary. The meetings can be placed on the events calendar that is on the Town web site. The committee needs to take partial minutes of their meetings. Potential committee members should be presented to the Board at the January 29th meeting for a motion to be made to accept the members onto the Decorating Committee. Ms. Bruno commented that the flags that were taken down need to be cleaned and some fixed before being put back up for Memorial Day. Mr. Alpers requested that Town employees be the people to climb the ladders to take the flags down or put them up on the poles. This protects the volunteers, since the Town employees are covered by Town liability coverage. Steve Favorite asked about storage options for the Christmas decorations. Ms. Schneider suggested the decorations be stored in containers at the Water/Sewer department. Mr. Capone will check with Jeff Chartier regarding storage. Ms. Bruno commented that the American flags on the poles are very dirty and need to be cleaned. Mrs. Cote replied that Ron Preble be contacted regarding proper handling and care of the American flags. Mr. Favorite commented that a sound system is needed for celebrations throughout the year. The system used at the tree lighting was borrowed. Mr. Alpers replied that the Town could look into possible grant money for a sound system.

With no further public business to come before the Board, at 7:40 PM Mr. Lagueux made a motion for the Board to go into non-public session under RSA 91-A:3 (a) and (d), seconded by Mrs. Cote. A roll call vote was held. The motion carried by a vote of 4-0.

At 8:10PM, Mr. Lagueux made a motion to adjourn. The motion was seconded by Ms. Schneider. 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